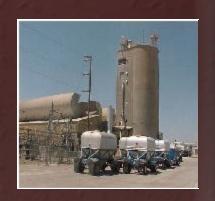
# MADERA COUNTY

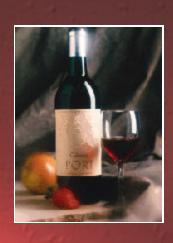
## OCCUPATIONAL OUTLOOK REPORT AND TRAINING DIRECTORY







Today's Opportunities...Tomorrow's Successes!



2000





# Madera Outlook

Madera County covers an area of approximately 2,147 miles consisting of flatland in the western section, and Mountains in the eastern section. The County include three regions that have their own distinct culture and needs. These areas are defined as: Madera City, which includes the unincorporated community of Madera Ranchos, Chowchilla City, and the foothills and mountains in the eastern section of the County that houses the unincorporated communities of Oakhurst, Coarsegold, and North Fork.

Madera County has always prided itself in being the heart of California, but there were also other communities claiming the same distinction. So, in 1994, students in the Engineering and Surveying Department of CSU Fresno, after months and months of research, made it official by establishing that the true center of California was just outside the community of North Fork in Madera County. And, as far back as anyone can remember, there has been a marker in the center divider of Freeway 99 in Madera County that cannot be missed while driving. A palm tree and pine tree were planted there so that travelers would know where northern and southern California meet. Know one knows for sure when these trees were planted there, or by whom. Whoever this person was, will never know how close he actually was to the exact center of California.

Madera County's geography - high rugged country in the Sierra Nevada Mountains and flat farming and industrial land on the valley floor - come together to give the county a unique look and feel. The eastern part of Madera County, which is in the heart of gold country, reaches right up to the south side entrance of Yosemite National Park. Because of its natural beauty and diversity, Madera County has provided the scenic background for photographers, television commercials and major motion pictures since the 1940's. Not to add insult to injury, but the most recent motion picture filmed in North Fork (the exact center of California) was the movie Mouse Hunt.

Oakhurst, which is located on Hwy 41, the main route to Yosemite, was formed in the 1850's and served the local gold mining and lumber industries in the area. The World Famous Talking Bear in Oakhurst, which was constructed 1923 in an attempt to attract the International Olympic Site Selection Committee, is a popular landmark that has delighted millions who have stopped to visit on their way to Yosemite National Park.

In 1849, when people were flocking to California to strike it rich during the gold rush, would stop overnight in a little ravine along the banks of the Fresno River. Heavy, coarse gold nuggets were found there which led to that area being named Gold Gulch. Gold Gulch, which was later renamed Coarsegold, is home to "Gabby", a 12 foot wooden sculpture of a 49er gold prospector. This huge sculpture is dedicated to the spirit of the Forty-Niners that helped build this area. Today, visitors passing through Coarsegold on their way to Yosemite can stop at the Gold Gulch Museum and pan for gold on a mining claim which is still in operation.

To this day, Madera County maintains a Western quality with annual events such as The Chowchilla Western Stampede, where a real cattle drive runs through the main street of town, Madera Old Timers' Day Parade, Coarsegold Rodeo and Sierra Mountaineer Days in Oakhurst, just to mention a few.

Some special points of interest include The Pizza Farm, located in the City of Madera, which is a circular working demonstration farm that is divided into eight "slices" and grows or grazes all the different ingredients used to make a farm fresh pizza; the Madera County Museum, also located in the City of Madera; Wassama Roundhouse State Historic Park, located in Ahwahnee, dates back to the 1860's and continues to serve, today, as the focal point of spiritual and ceremonial life for local Miwok Indian tribes; besides being the true center of California, North Fork is also the home of the Sierra Mono Museum of Indian artifacts.

## **Sponsors**

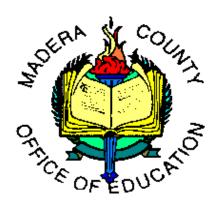
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WORKFOR DEVELOPMENT OF

Tracie Scott-Contreras Program Coordinator

Nivia Oliveira Research Analyst



Sally L. Frazier Superintendent of Schools



The California Cooperative

CCSS

Occupational Information System

## Acknowledgements



The information presented in this Occupational Outlook report (OOR) is produced as part of a state-wide project called California Cooperative Occupational Information System (CCOIS). Locally, the program is a cooperative effort between Madera County Workforce Development Office (MCWDO) and the State of California Employment Development Department (EDD), Labor Market Information Division (LMID). It is an annual study conducted to help improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. The California Occupational Information Coordinating Committee (COICC) provided additional guidance.

Madera County Workforce Development Office is very grateful to the many employers, training providers, professional resources people, and educational institutions throughout the county that contributed their valuable time and information to answer over 500 occupational surveys.

Also, special thanks to local representatives from the Employment Development Department field offices, various incorporated cities within the county, economic planning and development agencies, regional occupational programs, and other concerned agencies that contributed their valuable time and information.

Thanks to Madera County Workforce Development Office Staff and Computer Services for the support and help throughout the program.

Thanks also to the Labor Market Information Division (LMID) staff for their support and technical assistance. We would especially like to thank Tony Di Napoli, LMID Research Analyst, for help and partnership throughout this program.

You may reach the participating agencies at the following web sites:

- Madera County Workforce Development Office (MCWDO): <a href="https://www.maderacoe.k12.ca.us/mcwdo">www.maderacoe.k12.ca.us/mcwdo</a>
- State of California Employment Development Department (EDD): <a href="https://www.edd.ca.gov">www.edd.ca.gov</a>
- See California Occupational information Coordinating Committee (COICC): www.soicc.ca.gov
- See EDD Labor Market Information Division (LMID): www.calmis.ca.gov

Requests for more information or any questions regarding the data contained in this report should be directed to the attention of Nivia Oliveira, Research Analyst at (559) 662-4600, or E-mail <a href="mailto:nivia@thegrid.net">nivia@thegrid.net</a>.

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- 110 Machine Builders And Other Precision Machine (2000)
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- 114 Machinists (1999)
- 116 Maids And Housekeeping Cleaners (1998)
- 118 Mechanical Engineers (2000)
- 120 Medical And Clinical Laboratory Technologists (1997)
- 122 Medical Assistants (1998)
- 124 Medical Record Technicians (1999)
- 126 Medical Secretaries (1999)
- 128 Medicine And Health Services Managers (1999)
- 130 Metal Fabricators, Structural Metal Products (1998)
- 132 Nurse Aides (1998)
- 134 Nursery Workers (1997)
- 136 Operating Engineers (1998)
- 138 Packaging And Filling Machine Operators And Tenders (1998)
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# Introduction

The Madera County Workforce Development Office and the State of California Employment Development Department - Labor Market Information Division have made a substantial effort to ensure the accuracy of the information contained within this report. We are committed to exceptional standards of research and to high quality labor market information for local users. The data is collected by survey from local employers and training providers. Labor market research is often impacted by a variety of factors in a short period of time. Therefore, the data must be viewed as a photograph, which captures a picture of reality at a specific period in time when the research was done.

We encourage you to use the data with confidence, due to the commitment to quality and years of research experience that are provided by the state California Cooperative Occupational Information System staff.

This report does not attempt to deal with all of the complexities of economic analysis; instead, it provides the essential tools and methods of labor market analysis for planning occupational programs, career counseling, etc. More specifically, labor market information, therefore, is general information and aggregate statistics about jobs, either filled or vacant, and workers, either employed or not employed. Labor market information describes this interaction and the conditions under which it occurs.

The information presented in this Occupational Outlook Report and Training Report is produced as part of a state-wide project called the California Cooperative Occupational Information System (CCOIS). Locally, the program is a cooperative effort between Madera County Workforce Development Office and Employment Development Department's (EDD) Labor Market Information Division (LMI) and the California Occupational Information Coordinating Committee (COICC).

The CCOIS Program has been developed and is administered by LMID. The COICC is an inter-agency committee created by Congress to promote development and use of a statewide occupational information system. Committee members are as follows:

- > Employment Development Department
- Chancellor's Office of the California Community Colleges
- Bureau for Private Post Secondary & Vocational Education
- Trade and Commerce Agency
- Department of Rehabilitation
- Department of Social Services
- Employment Training Panel
- California Department of Education
- COICC Staff

This publication includes 95 occupational outlook profiles based on surveys with Madera County employers, plus schools and training providers. This year marks the sixth year of Madera County Workforce Development Office (formerly Private Industry Council).

The data was collected between June and October of each year.



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## Uses of Report

#### **CAREER DECISIONS**

Counselors and career development staff can use this report to help their clients make informed career choices based on skills, abilities, interests, education and personal needs. The localized information is easy to use and includes occupational descriptions, employers' requirements and preferences, potential earnings and job outlook. The next two pages are samples of career paths to aid students and their guidance counselors with career decisions.

#### **PROGRAM PLANNING**

The information in this report provides local planners and administrators with employment, annual turnover, training and placement data, as well as occupational size and expected growth rates. Planners can use this data to plan new programs and to evaluate or improve existing programs.

#### **CURRICULUM DESIGN**

Training providers can assess and update their curriculum based on current employer needs such as skills and projected trends, as indicated in this report.

#### **ECONOMIC DEVELOPMENT**

Local government agencies and economic development organizations will find information on the labor pool such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in Madera labor market area.

#### **PROGRAM MARKETING**

Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are created using reliable locally developed occupational data.

#### **HUMAN RESOURCES MANAGEMENT**

Private and public sector employers can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

#### WAGE DATA

Although not intended as an official wage survey, the wages presented in this report have been very useful to employers in providing comparative information concerning local wage-rates in particular occupations.



## Opportunities in Health Science

The chart below gives you an idea of how much you'll have to educate yourself to get the knowledge you'll need. The higher the starting job in health services, the more knowledge you'll need. Start with abilities. The things you do well naturally. Do you enjoy gathering information to answer a question or solve a problem? Or do you enjoy working with, being around, and helping people? Or do you like making things work? Take a look at the chart below. See if you can find some interesting possibilities. Select a few. Go to Internet and do a search on a few. Write down what you've learned and what you'd still like to know. Seek out two or three people who work in the occupation and get a first hand description of what their lives are like and how they got to where they are. Some questions to ask yourself as you study: What would I do during the day? What are the working conditions? What's the pay range? Do I work alone? In groups? Teams? Are people skills important? Is the work fast paced? Am I able to advance in my career without a lot of difficulty? Or do I need more training? Is it easy or difficult to find jobs in the industry? Can I move easily geographically?

If you like working primarily with....

Required Years of Training	Information?	People?	Things
Less than 2 years	Medical Insurance Clerk Pharmacy Aide Medical Office Secretary	Home Health Aide Personal and Home Care Aide Nurse Aide/Assistant Physical Therapy Aide Certified Nursing Assistant Optometry Assistant Medical Assistant	Dental Laboratory Assistant Laboratory Assistant
2 Years	Medical Transcriber Nuclear Medicine Technologist		Operating Room Technician Dental Lab Technician
4 or More Years	Nurse Anesthetist Physician (Research) Hospital Administrator Histopathologist Immunohematologist Medical Insurance Specialist Medical Records Administrator Pharmacist	Physician (General Practice) Infertility Specialist	Note: All jobs require working with things. For most professional jobs, however, using information effectively or interacting with people are more important requirements of the jobs.





## Opportunities in Information Technology

The best way to consider a possible future in information technology is to use it to study jobs. Go to a computer. Play with the software. Make it work. Is it fun? Or frustrating? Do you like the challenge? Study its manuals. Go to the Internet. Investigate the jobs. Think about your own skills, knowledge, and abilities. The things you do well naturally. Do you enjoy gathering information to answer a question or solve a problem? Take a look at the chart below. See if you can find some interesting possibilities among the many new job types developing within this rapidly growing and changing industry. Select a few. Go the Internet and make it teach you everything you wanted to know about Information Technology. Write down what you've learned and what you'd still like to know. Seek out two or three people who work in the occupation and get a first hand description of what their lives are alike and how they got to where they are. The chart below gives you an idea of how much you'll have to educate yourself to get the knowledge you'll need. Close to 50 percent of people in this industry have bachelor's degrees and another 20 percent have a master's or higher. While there's no doubt that this industry rewards genius more than most, knowledge, education, and training are what get you started. You'll have to know how things work in an industry where "how things work" is changing every day. The more you know about how things have worked, the more you'll be comfortable with this change.

If you like working primarily with....

Required Years of Training	Information?	People?	Things?
Less than 2 Years	Central Office Operators Secretaries	Adjustment Clerks	Data Entry Keyers Fiber Optic Technicians Peripheral Electronic Data Processing Equipment Operators Scanner Operators Typists Including Word Processors
2 Years	Electronics Engineering Technicians Sound Engineering Technicians Computer Operators Computer Network Technicians Network Control Technicians Telecommunications Technicians	Computer Support Specialists	Communication Equipment Mechanics, Installers & Repairers Electronic Home Entertainment Equipment Repairers Electronics Mechanics & Technicians Electronic Pagination System Operators
4 or More Years	Computer Aided Design Technicians Computer Engineers Computer & Information System Managers Computer Programmers Communications Managers	Note: All jobs require working with people. For most professional jobs, using information effectively and working with things are more important requirements of the jobs.	



## **Definition of Terms**

There are 95 outlook profiles in this publication that were surveyed in 1997-2000. The reader should become acquainted with key terms that are used throughout the profiles to describe survey responses. The meaning of adjectives (All, Almost All, Most, Many, Some, and Few) used to describe the relative number of employers who responded to the surveys were revised in 1997.

Key Terms for 1997 - 2000

All (100%); Almost All (80-99%); Most (60-79%); Many (40-59%); Some (20-39%); Few (<20%)

The growth rate represents the total increase in new jobs within the occupation expected during the projection period compared to the average growth of Madera County. The terms are defined as follows:

- $\rightarrow$  **Much Faster Than Average** = 1.5 times the average or more.
- **Faster Than Average** = 1.10 to 1.49 times the average
- Average = .90 to 1.09 times the average
- **Slower than Average** = .01 to .89 times the average

## Methodology

The following describes the project methodology used in completing the report. Employment Development Department (EDD) provided the Madera County Workforce Development Office with detailed instructions and formats for completing the survey and report. It is provided here so that users will have an improved understanding of how the project is operated, how the data are acquired and processed, and the data's strengths and limitations.



## **Occupational Selection**

A preliminary list suitable for the survey was selected according to job demand and job growth. After analysis of the available information, a list of 50 occupations was selected. A community meeting was held to further review the proposed list of survey occupations. Representatives from businesses, labor, education and government concurred on the 20-25 occupations to survey for the report.



## Sample Selection

EDD staff, using its considerable resources, employer database information, and knowledge of occupational staffing patterns within industries, developed a representative sample of employers for each of the occupations selected for survey. Names and addresses of at least 40 employers, together with estimated employment in each occupation and the Standard Industrial Code (SIC) of the employer's industry, were provided to the MCWDO, where possible.

Since Local Partners (LP) rarely survey the "universe" of employers for any occupation, a considerable amount of effort was invested by MCWDO to ensure that the survey samples were representative in terms of types of industries and size of the employers that are in Madera County. This process, called Sample Refinement, removed employers from the sample known to not employ in the occupation, and added others of the same relative size and in the same industry, where possible, who did employ in the occupation.



## **Data Collection**

Employers who provided jobs in chosen occupations were identified and contacted by the Madera County Workforce Development Office Research Analyst by telephone and were asked to participate, either by phone or mail survey.

Then the company name and address were verified, a contact name was obtained and the employer was encouraged to participate. The appropriate survey respondent is the person responsible for the hiring of personnel (in the survey occupation).

Many employers were extracted from the sample because they did not employ the occupation, were no longer in business or a local address or phone number could not be verified. All completed and/or returned questionnaires were reviewed, checked for consistency and completeness, and any unclear or inconsistent responses were clarified through follow-up phone calls.

If employers on the original sample did not respond, they were replaced with other employers selected from the *Confidential Listing of Employers (CLUE)* supplied by LMID or other local sources of the employer information.

In a standard sized employer sample of 40 potential respondents, the LP is required to collect at least 15 completed questionnaires. The smaller the samples size, the greater the response rate required.

In addition to the survey of employers, Madera County Workforce Development Office contacted labor unions, schools, training providers, etc., to learn about each specific occupation.

## Questionnaire Development

A basic questionnaire was used for all occupations. The Research Analyst for the Local Partner developed local questions that were added to each questionnaire prior to beginning the survey.

#### NOTE:

Although wages are shown to the nearest cent for ease of comparison, the user should not interpret this as an indication of precision. The data is not intended to represent official preponderant wages. The ranges presented are based primarily on employer responses to the CCOIS surveys. The minimum wage figures used for this report are \$5.00 for 1997 and \$5.75 for 1998-1999. The data was collected between June and October of each year.

Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages.

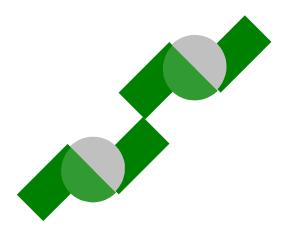
Benefits information was provided principally from employer survey results. Employers often have waiting or probationary periods before medical insurance goes into effect, and the employee's cost and coverage of medical insurance varies significantly from one employer to the next.

Skills listed represent a combination of skills sets collected as part of the survey and represents data from the respondents employers of Madera County. Not all skills may be required by specific employers, nor may they comprise a complete list. This section indicates some of the most important qualifications, including technical skills, physical abilities, flexibility, and other qualifications. The survey responses are averaged and weighted by the number of employees. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skills is not essential to perform the job, and 3 meaning that the skill is essential to do the job. Skills for which the average rating was 2.5 to 3.0 are referred to as "essential". Those for which the average was 2.0 to 2.49 are referred to as "important". Those with an average 1.9 or less are referred to as "Other".



## **Tabulations**

Coded survey responses were entered into a CCOIS database and basic data tabulations were prepared. From those tabulations, the Madera County Workforce Development Office analyzed the data and *Occupational Outlook Summaries* were prepared. Each occupational summary provides information on training and hiring requirements, size of the occupations, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information remains confidential.



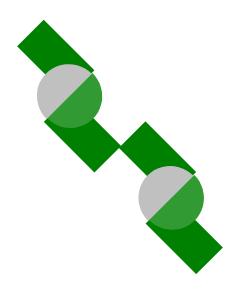


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## **Occupational Summaries Listing**

```
ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION
                   AUTOMOTIVE BODY AND RELATED REPAIRERS
                                                                (2000)
                         BAKERS - BREAD AND PASTRY
                                                         (2000)
                                ➢ BARTENDERS
                                                   (2000)
                         ➢ BILLING, COST AND RATE CLERKS (1997)
                BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS (1997)

    CABINETMAKERS AND BENCH CARPENTERS (1999)

                                 CARPENTERS
                                                   (1997)
                                   CASHIERS (1998)
                            CHILD CARE WORKERS
                                                      (1998)
      CLEANING, WASHING, AND PICKLING EQUIPMENT OPERATORS AND TENDERS
                                                                            (1998)
   COMPLIANCE OFFICERS AND ENFORCEMENT INSPECTORS - EXCEPT CONSTRUCTION
                                                                                (1998)
                      COMPUTER NETWORK TECHNICIANS
                                                             (1999)
                   ➢ COMPUTER PROGRAMMERS, INCLUDING AIDES
                                                                (2000)
                         COMPUTER SUPPORT SPECIALISTS (1998)
                         CONSTRUCTIONS MANAGERS
                                                         (2000)
                            COOKS - RESTAURANT
                                                      (1998)
                         COOKS - SPECIALTY FAST FOOD
                                                         (1999)
                      CORRECTION OFFICERS AND JAILERS
                                                            (1998)
                                ➢ COST ESTIMATORS (2000)
                            DENTAL ASSISTANTS
                                                      (1998)
                            DENTAL HYGIENISTS
                                                      (1997)
         DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS
                                                                         (1998)
                            ➢ DRIVER/SALES WORKERS (1998)
                                ➢ ELECTRICIANS
                                                   (1997)
                      EMERGENCY MEDICAL TECHNICIANS - I
                   ➤ EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC (1999)
                   FARMWORKERS, FARM AND RANCH ANIMALS
                                                                (1998)
                      FARMWORKERS, FOOD AND FIBER CROPS (1998)
                                ➢ FIREFIGHTERS
                                                   (2000)
      FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS-CLERICAL AND ADMINISTRATIVE
                            SUPPORT OCCUPATIONS
                         > FOOD PREPARATION WORKERS
                   FREIGHT, STOCK, AMD MATERIAL MOVERS - HAND (1998)
                      ➢ GENERAL MANAGERS & TOP EXECUTIVES (1999)
                            ➢ GENERAL OFFICE CLERKS (1998)
                ➢ GRADERS AND SORTERS - AGRICULTURAL PRODUCTS
                                                                   (2000)
                            MACHE HEALTH AIDES
                                                     (1998)
                            HOTEL DESK CLERKS
                                                     (1999)
                                                         (1999)
                        HOUSEKEEPING SUPERVISORS
                          ➢ HUMAN SERVICE WORKERS
                                                        (1997)
                      INDUSTRIAL PRODUCTION MANAGERS
                   INDUSTRIAL TRUCK AND TRACTOR OPERATORS
                            > INSTRUCTIONAL AIDES
                                                      (1998)
         JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS (1999)
                 ▶ LABORERS, LANDSCAPING AND GROUNDSKEEPING
                                                                  (1998)
                         LICENSED VOCATIONAL NURSES
```

## **Occupational Summaries Listing**

```
LOAN OFFICERS AND COUNSELORS
                                                  (2000)
              LOCAL AREA NETWORK MANAGERS
                                                  (1997)
  ▶ MACHINE BUILDERS AND OTHER PRECISION MACHINE ASSEMBLERS
                                                               (2000)
           ➤ MACHINERY MAINTENANCE MECHANICS, NEC
                       MACHINISTS
                                          (1999)
              MAIDS AND HOUSEKEEPING CLEANERS
                                                    (1998)

➢ MECHANICAL ENGINEERS (2000)

       MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS
                                                           (1997)
                                              (1998)
                    MEDICAL ASSISTANTS

➢ MEDICAL RECORD TECHNICIANS

                                                 (1999)
                    MEDICAL SECRETARIES
                                              (1999)
           MEDICINE AND HEALTH SERVICES MANAGERS
       METAL FABRICATORS, STRUCTURAL METAL PRODUCTS
                       NURSE AIDES
                                           (1998)
                    NURSERY WORKERS
                                              (1997)
                    OPERATING ENGINEERS
                                              (1998)
    PACKAGING AND FILLING MACHINE OPERATORS AND TENDERS
                                                              (1998)
    PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE (1997)
 PAINTING, COATING, AND SPRAYING MACHINE OPERATORS AND TENDERS (1998)
                 ➢ PERSONAL AND HOME CARE AIDES (2000)
          PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS (2000)
              PEST CONTROLLERS AND ASSISTANTS
                       ➢ PHARMACISTS
                                           (2000)
                       ➢ PHLEBOTOMISTS
                                           (2000)
                    PHYSICAL THERAPISTS
                                              (1997)
                   PHYSICAL THERAPY AIDES
                 PHYSICAL THERAPY ASSISTANTS
           PLUMBERS, PIPEFITTERS, AND STEAMFITTERS
                                                        (1998)
                    ➢ POLICE PATROL OFFICERS (1999)
PURCHASING AGENTS - EXCEPT WHOLESALE, RETAIL, AND FARM PRODUCTS
                                                                   (2000)
           RADIOLOGIC TECHNOLOGISTS – DIAGNOSTIC
                                                        (1997)
                                                        (1999)
           RECEPTIONISTS AND INFORMATION CLERKS
                    REGISTERED NURSES
              RESPIRATORY CARE PRACTITIONERS
                                                    (2000)
                           ➣ ROOFERS (1998)
             SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES) (1998)
                    SECRETARIES, GENERAL
                                              (1997)
                    ➢ SHEET METAL WORKERS
                 ➢ SHERIFFS AND DEPUTY SHERIFFS (1999)
           SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC
                                                       (1997)
                 STOCK CLERKS - SALES FLOOR
                                                 (1998)
    STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD
                                                              (1999)
                    SURGICAL TECHNICIANS

→ TEACHERS – ELEMENTARY SCHOOL (1997)

→ TEACHERS - SPECIAL EDUCATION (2000)

           > TRUCK DRIVERS -HEAVY OR TRACTOR TRAILER
                                                        (1999)
    TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS (1998)
                 ➢ VEHICLE SALESPERSONS - RETAIL (1998)
                    WELDERS AND CUTTERS
```



## **OES 939560**

18 Employers Surveyed

453 Jobs Represented

14% Female

86% Male

#### Description

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusive as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

#### Alternate Job Titles

Mechanic 1A, 1B, 2, 3, Assembly Mechanics, Production Worker, Glazers, Reel/Assembly.

Wages					
	Range	Median			
New, No Experience Union	\$5.75 to \$9.00	\$7.50			
New, Experienced Union	\$5.75 to \$10.00	\$8.25			
3 Years with Firm Union	\$6.75 to \$12.00	\$9.50			

**Benefits** 

#### **Based of Responding Employers**

	Full Time	Part Time
Medical	<b>78</b> %	0%
Dental	<b>50</b> %	0%
Vision	22%	0%
Life	44%	0%
Sick Leave	61%	0%
Vacation	<b>67</b> %	0%
Retirement	<b>50</b> %	0%
Child Care	<b>6</b> %	0%
Other	N/A	N/A

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	94	1	4	1	
Average Hours per week	40	29	28	40	

#### **Promotional Opportunities**

72% Promote

28% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Supervisor, and Lead Operator. Also, promotions or advancements may be dependent upon job opening availability or by taking on more duties in the same occupation with higher pay.

Shifts

No data available.

#### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

#### **Employment Trends**

#### EDD Projections

**1998** Size: Very Large - Approximately 460 employees **1998** Growth Rate: 13.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 140 Job openings

**Turnover: 9**% annually, based on employers responses.



#### Computer Software Sought

No computer skills were reported.

	Experienced Required	Training Substitute for Experience
Always	0%	44%
Usually	39%	11%
Sometimes	11%	44%
Never	50%	0%

#### Required Training or Certification

None.

#### Recognized Related Work Experience

Acceptable work experience by employers were Assembler, Construction Worker, Auto Mechanic, Glazer, or in Production. Employers who require previous experience seek an average of 10 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

11%	Less than High School
89%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

**Essential:** possession of attention to detail, manual dexterity, good eye-hand coordination, and mechanical aptitude; ability to use and read tape measure; use hand tools, and full use of hands, arms, and fingers. **Important:** knowledge of record keeping; ability to stand for prolonged period of time.

**Other:** knowledge of basic math; possession of punctuality ethics; ability to work under pressure, work as part of a team, work independently, read blueprints, and operate computer controlled tools.

#### Licensing / Certifications

None.

#### Training Sources

Trainees usually develop the necessary skills on the job.

#### Where the Jobs Are

SIC

38

Description

J.C	70	Description
3999	8	Manufacturing Industries, NEC
3949	15	Sporting & Athletic Goods, NEC
3585	18	Refrigeration And Heating Equipment
5012	21	Automobiles & Other Motor Vehicles

#### Recruitment Methods

Others

Most employers recruit unsolicited applicants and through newspaper ads.

## DES 853050

15 Employers Surveyed

Wages

**61 Jobs Represented** 

Median

\$\$9.00

\$\$16.00

0% Female

100% Male

#### Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

#### **Alternate Job Titles**

Frame Person, Bodyman, and aint Technician.

	•				U
				New, No Experience Union	
Benef	its			New, Experienced Union	\$5.75 to \$13.00
	Employer Pays All	Employee Pays All	Shared Cost	3 Years with Firm Union	\$9.00 to \$19.00
	FT	FT	FT		

Delicites						
	Employer Pays All	Employee Pays All	Shared Cost			
	FT	FT	FT			
Medical	<b>33</b> %	0%	53%			
Dental	<b>7</b> %	0%	<b>7</b> %			
Vision	13%	0%	7%			
Life	13%	0%	0%			
Sick Leave	<b>7</b> %	0%	0%			
Vacation	<b>87</b> %	0%	0%			
Retirement	<b>7</b> %	0%	0%			
Child Care	0%	0%	0%			
Other	0%	0%	0%			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Range

#### **Promotional Opportunities**

27% Promote

73% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Shop Foreman, and Mechanic.

#### Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Very Difficult** Inexperienced: Insufficient Data

#### **Computer Software Sought**

All employers prefer applicants who are skilled in specific software within the industry. Many prefer applicants who are skilled in database applications.

#### **Employment Trends**

#### **EDD Projections**

2000 Size: Medium - Approximately 65 employees 2000 Growth Rate: 5.7% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 15%** annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	26	
If Required or Preferred, Is Experience in other Occupations Accepted?	33%		67%	11	Helper, Lot Person
If Required or Preferred will Training Substitute For Experience?	27%		73%	12	

Technical / Vocational Training Required	73%	0%	27%	9	ASE License and I-Car Certificate
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#### Education

Minimum level of education required by employers when hiring an applicant:

33%	Less than High School
60%	HS or Equivalent
0%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

Certification by the National Institute for Automotive Service Excellence (ASE), though voluntary, is the recognized standard achievement for automotive repairers. To be certified must pass a written examination and must have at least 2 years of experience in the trade. Completion of post-secondary program in automotive repairer may be substituted for 1 year of work experience.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of safety guidelines and procedures, new materials and methods, and plastics repair; possession of good color perception; ability to prep surfaces for painting & masking, weld fit, work with fiberglass, apply paint using various techniques, operate hydraulic equipment, tolerate dust & airborne particles, and work in cramped or awkward positions.

**Important:** ability to stand for 2 or more hours, read and follow instructions, follow oral instructions, and work independently.

#### Training Sources

Training can be obtained through technical, and secondary school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC % Description

5012 39 Automobiles and Other Motor Vehicles

7532 48 Top & Body Repair & Paint Shops

13 Others

#### Recruitment Methods

The three most successful methods:

	100%	Walk-Inn Applicants	
Ī	93%	Employee Referral	
	60%	Newspaper Ads	

## Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

#### Alternate Job Titles

No alternate job titles were reported.

**Benefits** 

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	13%	0%	31%
Dental	13%	0%	25%
Vision	13%	0%	13%
Life	13%	0%	0%

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	13%	0%	31%
Dental	13%	0%	25%
Vision	13%	0%	13%
Life	13%	0%	0%
Sick Leave	19%	0%	0%
Vacation	<b>56</b> %	0%	0%
Retirement	19%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

#### **Promotional Opportunities**

50% Promote

50% Don't Promote

Promotional opportunities may lead to positions such as Manager, Supervisor, and Lead Baker.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$7.50	\$5.75
New, Experienced Union	\$5.75 to \$9.00	\$6.25
3 Years with Firm Union	\$7.00 to \$11.00	\$8.00

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	26	22	0	52
Average Hours per week	40	27	0	36

#### Shifts

100% of the employers had day-shift; 44% had swingshift; 19% had graveyard- shift, and 13% had Other-shift (Evenings).

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult Inexperienced: Moderately Difficult** 

#### **Computer Software Sought**

No computer skills were reported.

## **Employment Trends**

#### **EDD Projections**

2000 Size: Medium - Approximately 140 employees 2000 Growth Rate: 3.6% - Faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 14**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	25%	6%	69%	5	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	100%		0%	3	

nical / Vocational Training Required 6% 0%	94% 12	Vocational
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#### Education

Minimum level of education required by employers when hiring an applicant:

81%	Less than High School
19%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** Skills needs vary based on the type of business and product made. knowledge of pastry making and baking equipment; ability to weigh and measure ingredients, work around machine and practice safety, mix ingredients to form dough or batter, roll and shape dough, mix and cook pie fillings, check production schedule to determine quantity of goods to bake, and able to correct recipes.

**Important:** possession of pastry decorating and oral communication skills; ability to cover filling with crust, adjust drafts and thermostatic controls, shape ornaments, and decorate cakes and pastries.

**Other:** reliable, neat appearance, and friendly; ability to stand for prolonged periods, work under pressure, lift at least 25 lbs, and read and follow instructions.

#### Training Sources

Trainees usually develop the necessary skills on the job.

#### Where the Jobs Are

SIC	/0	Description
5411	71	Grocery Sores
5461	11	Retail Bakeries
5812	11	Eating Places
5311	6	Department Store

#### Recruitment Methods

The three most successful methods:

100%	Employee Referrals
88%	Walk-In Applicants
88%	Word of Mouth

#### Description

Bartenders mix and serve alcoholic and non-alcoholic to patrons of bars following standard recipes.

#### Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	<b>25</b> %
Dental	0%	0%	19%
Vision	0%	0%	13%
Life	0%	0%	<b>6</b> %
Sick Leave	19%	0%	0%
Vacation	38%	0%	0%
Retirement	<b>6</b> %	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

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#### **Promotional Opportunities**

38% Promote

63% Don't Promote

Promotional opportunities may lead to positions such as Manager, Manager Assistant, Supervisor, Shift Lead, and Team Supervisor.

#### **Computer Software Sought**

No computer skills were reported.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$7.00	\$5.75
New, Experienced Union	\$5.75 to \$8.00	\$6.88
3 Years with Firm Union	\$6.75 to \$9.50	\$8.38

"Wages" is simply base pay. The supplemental salary is based on tips, varying considerably from weekdays to weekends and depending upon the level of experience.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	40	44	0	7
Average Hours per week	38	21	0	36

#### Shifts

88% of the employers had day-shift; 38% had swing-shift; 0% had graveyard- shift, and 56% had Other-shift (Night and Weekends.).

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

## Employment Trends

## **EDD Projections 2000** Size: Medium - Approximately 80 employees

2000 Growth Rate: 0% - Remain stable

**2000** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

2000

**Turnover: 28**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	50%	25%	25%	4	
If Required or Preferred, Is Experience in other Occupations Accepted?	50%		50%	4	Barback or in Related Industry
If Required or Preferred will Training Substitute For Experience?	100%		0%	3	

	Waiter/Waitress or Related Industry
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#### Education

Minimum level of education required by employers when hiring an applicant:

56%	Less than High School
44%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of drink recipes, of laws concerning alcohol consumption; possession of cash handling skills, customer service, good memory, public contact, and oral communications skills; ability to handle disruptive individuals, interact well with others, operate a cash register, work under pressure, and work weekends and holidays.

**Important:** ability to lift at leat 25 lbs., follow oral & written instructions, and manual deswxterity.

**Other:** reliable; ability to stand continuously for prolonged periods, and meet employer grooming standards.

#### Training Sources

Trainees usually develop the necessary skills on the job.

#### Where the Jobs Are

SIC	%	Description
5812	39	Eating Places
5813	38	Drinking Places
7011	14	Hotels and Motels
86/1	R	Civic and Social Associations

#### Recruitment Methods

The three most successful methods:

94%	Employee Referrals
94%	Walk-In Applicants
94%	Word of Mouth

Magag

96% Female



Description

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines or workers who calculate charges for passenger transportation.

#### Alternate Job Titles

Biller and Bookkeeping.

vvages		
	Range	Median
New, No Experience Union	\$4.75 to \$14.50	\$6.25
New, Experienced Union	\$5.25 to \$16.25	\$8.00
3 Years with Firm Union	\$5.75 to \$21.00	\$10.00

Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>95</b> %	10%
Dental	<b>70</b> %	5%
Vision	<b>50</b> %	10%
Life	<b>35</b> %	5%
Sick Leave	<b>65</b> %	5%
Vacation	<b>95</b> %	5%
Retirement	<b>55</b> %	10%
Child Care	5%	0%
Other	N/A	N/A

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	78	11	4	7	
Average Hours per week	39	17	10	40	

Promotional Opportunities

40% Promote

60% Don't Promote

Promotional opportunities may lead to positions such as Office Manager, Office Assistant, and Supervisor. Advancement can be achieved by taking on more duties in the same occupation with higher pay.

Shifts
No data available.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult

### Computer Software Sought

Most employers prefer applicants who are computer literate. Knowledge of spreadsheet and word processing programs is especially valuable.

Employment Trends

#### **EDD Projections**

**1997** Size: Large - Approximately 100 employees **1997** Growth Rate: 9.5% - Much faster than average **1997** Madera County Growth: 4.2%

7 Years Projection (1995-2002): 70 Job openings

**Turnover: 31**% annually, based on employers responses.

BILLING, COST AND RATE CLERKS

	Experienced Required	Training Substitute for Experience
Always	44%	0%
Usually	36%	32%
Sometimes	16%	28%
Never	4%	40%

#### Recognized Related Work Experience

Required Training or Certification

Billing Clerk jobs are entry level positions, however, employers surveyed required the employees to have an average of 6 months of train-

Acceptable work experience by employers were Bookkeeper, Accounts Payable/Receivable, Clerical position, Billing, Clerk, Receptionist in Medical environment, or in Dental environment. Employers who require previous experience seek an average of 15 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
44%	HS or Equivalent
16%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of billing procedures, billing procedures, book-keeping procedures, problem solving, and alphabetic and numeric filing skills; possession of data entry skills; ability to operate a numeric 10-key pad by touch.

**Important:** knowledge of computer applications; possession of telephone answering skills, public contact skills, and organizational skills; ability to work under pressure.

Other: ability to write effectively and perform routine work.

#### Licensing / Certifications

None.

#### Training Sources

High schools, business schools, and community college teach office skills. Business education programs and technical training needed for some specialized clerk positions can be obtained in technical institutes and in 2-and 4-year colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC % Description

8011 28 Offices & Clinics Medical Doctors

8062 15 General Medical & Surgical Hospitals

57 Others

#### Recruitment Methods

Most employers recruit applicants through newspaper ads.

## DES 853110

15 Employers Surveyed

55 Jobs Represented

0% Female

100% Male

Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

#### Alternate Job Titles

Mechanic.

Wages Range Median New, No Experience \$8.00 to \$12.50 \$10.50 Union New, Experienced \$6.00 to \$15.00 \$9.53 Union 3 Years with Firm \$8.00 to 17.50 \$12.50 Union

**Benefits Based on % of Responding Employers** 

Unionization is negligible for this occupation in Madera County.

	Full Time	Part Time
Medical	100%	0%
Dental	<b>73</b> %	0%
Vision	60%	0%
Life	20%	0%
Sick Leave	<b>73</b> %	0%
Vacation	100%	7%
Retirement	<b>67</b> %	7%
Child Care	0%	0%
Other	N/A	N/A

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	89	4	7	0	
Average Hours per week	41	20	30	0	

**Promotional Opportunities** 

40% Promote

60% Don't Promote

Promotional opportunities may lead to positions such as Supervisor or Manager.

No data available.

Shifts

Supply and Demand

Degrees of difficulty employers have in finding quali-

fied applicants:

**Experienced: Somewhat Difficult** Inexperienced: A Little Difficult

### **EDD Projections**

1997 Size: Medium – Approximately 80 employees

**Employment Trends** 

**1997** Growth Rate: 4.4% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 17%** annually, based on employers responses.

#### Computer Software Sought

No computer skills were reported.

	Experienced Required	Training Substitute for Experience
Always	67%	0%
Usually	27%	0%
Sometimes	7%	53%
Never	0%	47%

#### Required Training or Certification

Employers surveyed preferred hire applicants with a Certification by the National Institute for Automotive Service Excellence (ASE).

#### Recognized Related Work Experience

Acceptable work experience by employers were Mechanic, Truck Mechanic, Diesel Mechanic, or Auto Mechanic. Employers who require previous experience seek an average of 18 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
87%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of basic auto mechanics, hydraulics, repair diesel engines, and operate electric testing equipment; possession of good DMV driving record, and a valid Class A driver's license; ability to operate power hand tools and lift at least 75lbs.

**Important:** knowledge of safe work practices; possession of oral communication skills; ability to work independently and with close supervision.

**Other:** ability to follow oral instructions, write legibly, and work under pressure.

#### Licensing / Certifications

None.

#### Training Sources

Formal training of 1-to-2-year programs, given by vocational and technical schools and community and junior colleges, lead to a certificate of completion or an associate degree. Union apprenticeships are available. Apprentices must have a high school diploma or its equivalent and be at least 18 years old. These programs usually last four years.

#### Where the Jobs Are

SIC	%	Description
5012	28	Auto & Other Motor Vehicle
4212	17	Local Trucking,no Storage
4213	12	Trucking, Except. Local
8211	12	Elementary. & Secondary Schools

31 Others

#### Recruitment Methods

Most employers recruit applicants through newspaper ads.



## OES 893110

18 Employers Surveyed

66 Jobs Represented

15% Female

85% Male

#### Description

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock.

#### Alternate Job Titles

Furniture Assembler, Bench Assemblers, Carpentry Worker, Load Builder, and Yardman.

Benefits					
	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	35%	0%	12%		
Dental	18%	<b>6</b> %	0%		
Vision	12%	0%	0%		
Life	24%	0%	0%		
Sick Leave	24%	0%	0%		
Vacation	<b>76</b> %	0%	0%		
Retirement	12%	0%	0%		

Other: 401 K Plan, Profit Sharing.

Other

**Child Care** 

#### **Promotional Opportunities**

0%

24%

39% Promote

61% Don't Promote

0%

0%

0%

0%

Promotional opportunities may lead to positions such as Supervisor, Machine Operator, and Sales Representative.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$8.00	\$6.00
New, Experienced Union	\$5.75 to \$10.00	\$7.00
3 Years with Firm Union	\$6.25 to \$13.00	\$8.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	94	2	0	5
Average Hours per week	40	20	0	40

#### Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

#### Computer Software Sought

All employers prefer applicants who are skilled in word processing applications and Point of Sale software.

## Employment Trends EDD Projections

**1999** Size: Large - Approximately 90 employees **1999** Growth Rate: 47.6% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 110 Job openings

**Turnover: 20**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	22%	11%	67%	26	
If Required or Preferred, Is Experience in other Occupations Accepted?	17%		83%	6	
If Required or Preferred will Training Substitute For Experience?	33%		67%	15	

Technical / Vocational Training Required	0%	0%	100%	N/A	Machine Mechanic
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#### Education

Minimum level of education required by employers when hiring an applicant:

78%	Less than High School
22%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** ability of use of tools such as planes, chisels, wood files, install hardware such as planes, chisels, wood files, install hardware such as hinges, catches, drawer pulls, bore holes for insertion of screws or dowel, glue, fit and clamp parts and subassemblies together, read blueprints, sand & scrape surfaces, and match lumber for color, grain & texture.

**Important:** ability to work with Formica, stain, varnish or lacquer, and use hand tools.

**Other:** knowledge of multiplication, division & use decimals and fractions, and safe work practices; ability to lift at least 50lbs., and tolerate dust & fumes.

#### Training Sources

Training can be obtained in community colleges and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
2541	52	<b>Wood Partitions and Fixtures</b>

2434 35 Wood Kitchen Cabinets

2499 8 Wood products, NEC

#### Recruitment Methods

The three most successful methods:

	89%	Walk-In Applicants
	78%	Word of Mouth, Window Ad, and PIC
ı	72%	Newspaper Ads

## OES 871020

15 Employers Surveyed

59 Jobs Represented

0% Female

100% Male

#### Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

#### Alternate Job Titles

Building Crafts, Maintenance Worker, Laborers, Building Maintenance Worker, Constructor Supervisor, and Constructor.

Wages		
	Range	Median
New, No Experience Union	\$5.00 to \$10.75	\$6.00
New, Experienced Union	\$6.00 to \$12.50	\$10.00
3 Years with Firm Union	\$8.00 to \$25.00	\$13.00

Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	86%	0%
Dental	86%	0%
Vision	<b>43</b> %	0%
Life	<b>29</b> %	0%
Sick Leave	71%	0%
Vacation	86%	0%
Retirement	<b>57</b> %	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees				
Average Hours per week				

Promotional Opportunities

40% Promote

60% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Supervisor, and Leadman.

Computer Software Sought

No computer skills were reported.

Shifts
No data available.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: A Little Difficult

#### Employment Trends

#### **EDD Projections**

**1997** Size: Very Large – Approximately 180 employees **1997** Growth Rate: 14.3% - Faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 145 Job openings

**Turnover: 24**% annually, based on employers responses.

SARPENTERS

1997

	Experienced Required	Training Substitute for Experience		
Always	20%	7%		
Usually	20%	7%		
Sometimes	60%	33%		
Never	0%	53%		

#### Required Training or Certification

Almost all employers surveyed required no training or certification. However, specific industry required carpentry apprenticeship training with an average of 12 months of experience.

#### Recognized Related Work Experience

Acceptable work experience by employers were Constructor, Laborer, Maintenance Worker, Lumber, or Building Maintenance. Employers who require previous experience seek an average of 13 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
67%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of safe equipment operating practices; possesion of finish & rough carpentry skills; ability to use power tools, hand tools accurately, read blue prints, and perform strenuous, physically demanding work.

**Important:** possession of a reliable vehicle; ability to climb high places and lift at least 50lbs. repeatedly.

**Other:** knowledge of cost estimating practices, drywall installation and repair, and shop math; ability to use drafting tools.

#### Licensing / Certifications

None.

#### Training Sources

Formal pre-apprenticeship training is offered by some public schools, community colleges, and other local organizations. Candidates should apply to their local Joint Apprenticeship Committee or the Carpenter's Union. Candidates must have completed 12th grade or its equivalent, be physically able to perform the work, and be at least 17 years old. The union apprenticeship involves both on-the-job training and classroom instruction. The length of the program, usually about 3 to 4 years, varies with the apprentice's skill.

#### Where the Jobs Are

SIC % Description

1521 61 Single Family Housing Const

5311 11 Department Stores

28 Others

#### Recruitment Methods

Most employers recruit applicants by word or mouth.

## **ES 490230**

37 Employers Surveyed

356 Jobs Represented

74% Female

**26% Male** 

#### Description

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

#### **Alternate Job Titles**

Checker, Hostess/Host, and Clerks.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$7.25	\$5.75
New, Experienced Union	\$5.75 to \$8.75	\$5.75
3 Years with Firm Union	\$6.00 to \$9.50	\$7.00

#### **Benefits**

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>46</b> %	19%
Dental	30%	8%
Vision	<b>24</b> %	<b>8</b> %
Life	19%	5%
Sick Leave	41%	16%
Vacation	<b>46</b> %	16%
Retirement	<b>24</b> %	11%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	40	60	0	0
Average Hours per week	40	22	0	0

#### **Promotional Opportunities**

92% Promote

8% Don't Promote

Promotional opportunities may lead to positions in management and supervisory positions. However, advancement opportunities for cashiers vary greatly and may be limited to gradual increases in responsibility and pay.

Computer Software Sought

No computer skills were reported.

#### No data available.

Shifts

#### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Not Difficult** Inexperienced: A Little Difficult

#### **Employment Trends**

#### **EDD Projections**

1998 Size: Very Large - Approximately 850 employees 1998 Growth Rate: 1.2% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 370 Job openings

**Turnover: 28**% annually, based on employers responses.



	Experienced Required	Training Substitute for Experience	
Always	3%	78%	
Usually	8%	11%	
Sometimes	19%	11%	
Never	70%	0%	

#### Required Training or Certification

None.

#### Recognized Related Work Experience

Acceptable work experience by employers were Customer Service or in any cashiering job. Employees who require previous experience seek an average of 3 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

3%	Less than High School
97%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

Essential: Knowledge of basic math and cash handling; possession of public contact skills; ability to operate cash register, follow check cashing procedures, and deal tactfully with customers.

Important: possession of oral communication and customer service skills; ability to follow oral instructions and work under pressure. Other: possession of computer familiarity and willingness to work under close supervision; ability to performance routine & repetitive work.

#### **Licensing / Certifications**

None.

#### **Training Sources**

Trainees usually develop the necessary skills on the job.

#### Where the Jobs Are **Description**

SIC

%

		<u>-</u>
5311	5	Department Stores
8211	5	Elementary & Secondary Schools
5541	11	Gasoline Service Stations
5812	16	Eating Places
5411	36	Grocery Stores
	27	Others

#### **Recruitment Methods**

Almost all employers recruit applicants through employee's referrals.

9 Employers Surveyed

75 Jobs Represented

92% Female 8% Male

Description

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

#### Alternate Job Titles

Caregiver, Preschool Teachers, Nursery Attendant, Child Care Attendant, and Day Care Helper.

Wages			
	Range	Median	
New, No Experience Union	\$5.75 to \$8.25	\$5.75	
New, Experienced Union	\$5.75 to \$8.25	\$6.00	
3 Years with Firm Union	\$5.75 to \$13.50	\$7.00	

Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	11%	0%
Dental	0%	0%
Vision	0%	0%
Life	11%	0%
Sick Leave	<b>22</b> %	0%
Vacation	33%	0%
Retirement	11%	0%
Child Care	22%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	52	27	21	0
Average Hours per week	40	22	19	0

Promotional Opportunities

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Head Teachers, Lead and Director of the facility. However, promotional opportunities are very limited in this field.

No data available.

Shifts

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: A Little Difficult

### Computer Software Sought

No computer skills were reported.

Employment Trends

**EDD Projections** 

1998 Size: Medium - Approximately 80 employees

**1998** Growth Rate: 0% - Remain stable **1998** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 0 Job openings

**Turnover: 37**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience	
Always	0%	67%	
Usually	22%	0%	
Sometimes	11%	33%	
Never	67%	0%	

#### Required Training or Certification

The training required of Child Care Workers varies widely. Half of the employers reported some kind of training needed, which generally ranges from CPR/First Aid to college courses in Child Development.

#### Recognized Related Work Experience

Acceptable work experience by employers were Day Care Teacher or Baby Sitter. Employers who require previous experience seek an average of 7 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
67%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of early childhood development and variety of cultures; possession of oral communication skills oral reading skills, and imagination & creativity; ability to work under pressure, administer emergency first aid/CPR, handle a crisis situation, exercise patience, and make decisions.

**Important:** ability to read and follow instructions, ability to write legibly, work independently, read/follow instructions, write legibly, and work independently.

**Other:** possession of Spanish language fluency, good grooming skills; ability to work with difficult children.

#### Licensing / Certifications

None. Aids can receive a Children's Center Instructional Permit, issued by the California Commission on Teacher Credentialing, after they complete 24 hours of early childhood education courses and 16 hours towards a B.A. Degree.

#### Training Sources

Trainees usually develop the necessary skills on the job.

#### Where the Jobs Are

SIC	%	Description
8351	24	Child Day Care Services
8322	28	Individual & Family Services
8361	36	Residential Care
	12	Others

#### Recruitment Methods

Most employers recruit applicants through newspaper ads and unsolicited applicants.

## DES 929580

8 Employers Surveyed

40 Jobs Represented

13% Female

**87% Male** 

Description

Cleaning, Washing, and Pickling Equipment Operators and Tenders operate or tend machines to wash or clean items, such as barrels or kegs, glass products, tin plate surfaces, dried fruit, pulp, animal stock, coal, manufactured articles, plastic, or rubber, to remove impurities preparatory to further processing.

#### **Alternate Job Titles**

Clean-up, and Sanitarian.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$6.00	\$5.88
New, Experienced Union	\$5.75 to \$7.50	\$6.13
3 Years with Firm Union	\$6.75 to \$12.00	\$8.63

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>75</b> %	0%
Dental	38%	0%
Vision	<b>25</b> %	0%
Life	<b>50</b> %	0%
Sick Leave	<b>50</b> %	0%
Vacation	75%	0%
Retirement	<b>38</b> %	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	55	15	8	23
Average Hours per week	40	28	40	44

**Promotional Opportunities** 

75% Promote

25% Don't Promote

Promotional opportunities may lead to positions such as Foreman and Manager.

Shifts No data available.

**Supply and Demand** 

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult** Inexperienced: A Little Difficult

#### **EDD Projections Computer Software Sought**

All employers prefer applicants who are skilled in word processing and spreadsheet applications. In addition to, electrical controls were valuable skills.

1998 Size: Medium - Approximately 50 employees 1998 Growth Rate: 3% - Proportionally with the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 15 Job openings

**Employment Trends** 

**Turnover: 23**% annually, based on employers responses.

Emperior and Training of Employers trespondes			
	Experienced Required	Training Substitute for Experience	
Always	0%	50%	
Usually	0%	50%	
Sometimes	13%	0%	
Never	88%	0%	

# Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were in Cleaner Equipment. Employers who require previous experience seek an average of 3 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of tools & machinery used and basic math; ability to stand continuously for 2 or more hours and lift at least 10lbs. **Important:** possession of attention to detail; ability perform work, and work under close supervision.

Other: ability to pass a physical exam & drug test.

### Licensing / Certifications

None.

### Where the Jobs Are

SIC % Description

2084 100 Wines, Brandy, & Brandy Spirits

# Training Sources

Trainees usually develop the necessary skills on the job.

### Recruitment Methods

Most employers recruit applicants through newspaper ads.



# OES 219110

5 Employers Surveyed

11 Jobs Represented

**0% Female** 

100% Male

Description

Compliance Officers and Enforcement Inspectors enforce adherence to policies, procedures, or regulations and advise on standards. They may be employed in the public or private sector and inspect and enforce regulations on such matters as health, safety, food, immigration, licensing, or interstate commerce. Does not include construction or building inspectors.

### Alternate Job Titles

Quality Control, Contract Compliance Officer, Environmental Field Specialists, and Code Enforcement Officer.

Wages				
	Range	Median		
New, No Experience Union	\$6.50 to \$19.25	\$11.62		
New, Experienced Union	\$6.50 to \$21.25	\$11.62		
3 Years with Firm Union	\$7.75 to \$23.50	\$13.81		

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	100%	0%
Dental	60%	0%
Vision	60%	0%
Life	80%	0%
Sick Leave	80%	0%
Vacation	100%	0%
Retirement	60%	20%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

### **Promotional Opportunities**

40% Promote

60% Don't Promote

Promotional opportunities may lead to positions such as Manager, Sr. Environmental Specialist, and promotions within the firm.

No data available.

**Shifts** 

### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: A Little Difficult

**Employment Trends** 

### C

### **Computer Software Sought**

All employers prefer applicants who are skilled in word processing and spreadsheet applications. Specific software such as Time Management was reported.

## **EDD Projections**

1998 Size: Medium - Approximately 40 employees

1998 Growth Rate: 0% - Remain Stable

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job openings

**Turnover: 18**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	40%	20%
Usually	40%	40%
Sometimes	0%	40%
Never	20%	0%

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
60%	HS or Equivalent
0%	Associate Degree (2 years)
20%	Bachelor's Degree (4 years)
0%	Graduate Study

## Licensing / Certifications

None.

## Required Training or Certification

Among the certification required were Housing Quality Standards, Health Hazardous, and Hazardous Materials Management. The average of training required was 24 months.

### Recognized Related Work Experience

Because of the diversity of the functions they perform, work experiences differ greatly. Acceptable work experience included either Housing Inspector, Maintenance Supervisor, Seafood Inspector, Facility Environmental Coordinator, or Enforcement Officer. Employers who require previous experience seek an average of 11 months.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of record keeping and supervisory skills; possession of organizational and time management skills and verbal communication skills; ability to work under pressure, handle crisis situations, and attention to detail.

**Important:** possession of writing skills; ability to perform mathematical calculations and plan & organize the work of others.

**Other:** ability to lift at least 10lbs., work independently, and work as part of team.

# Training Sources

College and universities offer undergraduate programs that can prepare a person for this occupation. However, the program of study would vary depending on the industry and the natures of the job.

### Where the Jobs Are

SIC	%	Description
9010	9	Federal Governmen
9020	35	State Government
9030	54	Local Government

2 Others

### Recruitment Methods

Most employers recruit applicants through newspaper ads.

D

Description

Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications, and usage.

### Alternate Job Titles

Information Services Technician and PC Network Technician.

Wages				
	Range	Median		
New, No Experience Union				
New, Experienced Union	\$9.00 to \$14.43 \$12.00 to \$15.63	\$11.99 \$13.42		
3 Years with Firm Union	\$11.50 to \$19.18 \$15.63 to \$39.79	\$14.50 \$16.00		

Benefits					
	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	60%	0%	33%		
Dental	60%	0%	<b>33</b> %		
Vision	47%	0%	27%		
Life	<b>53</b> %	0%	13%		
Sick Leave	100%	0%	0%		
Vacation	93%	0%	7%		
Retirement	<b>67</b> %	0%	0%		
Child Care	<b>7</b> %	0%	0%		
Other	13%	0%	7%		

### **Promotional Opportunities**

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Network Administrator and Senior Communications Technician.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	96	4	0	0
Average Hours per week	40	20	0	0

### Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 7% had Other-shift (On-Call).

## Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Applicable

# Computer Software Sought

Most employers prefer applicants who are skilled in word processing, spreadsheet, and database. In addition, almost all employers prefer applicants with skills in Network system, Windows, DOS, Operating Systems, Internet, Web Page Design, and Mainframes.pair of computers and peripheral equipment; they also work on network related hardware and software problems.

# **Employment Trends**

# **EDD Projections**

**1999** Size: N/A

1999 Growth Rate: N/A

**1999** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 7**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	28	
If Required or Preferred, Is Experience in other Occupations Accepted?	20%		80%	24	Networking System, Novell, CNA, MCSE Certification, and Troubleshooting.
If Required or Preferred will Training Substitute For Experience?	27%		73%	17	

Technical / Vocational Training Required	60%	20%	20%	21	Communication Technician and in Computers field
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### Education

Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
40%	HS or Equivalent
40%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

MSCE; CAN; CNE, and A+ provided by the different vendors.

# Desired Qualifications Based on Employers Responses

**Essential:** knowledge of diverse software applications, microcomputer hardware, operating systems, design computer networks, troubleshooting procedures, diagnosis & repair of computers, peripheral equipment, and installation & maintenance of LAN/WAN systems.

**Important:** knowledge of operating manuals, possession of verbal communication skills and organizational & time management skills. **Other:** knowledge of record keeping and basic mathematical calculations; possession of oral communications skills; ability to handle crisis situations.

## Where the Jobs Are

SIC % Description

No Available Data

# Training Sources

There is no universal way to prepare for a job as a Computer Network Technician. Education is usually offered by vendors, colleges and universities, or private training institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

# Recruitment Methods

The three most successful methods:

93%	Newspaper Ads
40%	Employee Referrals
33%	In-House Promotion or Transfer and Word of Mouth



# DES 251051

8 Employers Surveyed

Wages

Union

Union

Union

New, No Experience

New, Experienced

3 Years with Firm

20 Jobs Represented

Median

\$16.78

\$22.25

\$27.51

15% Female

**85% Male** 



Computers Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

### **Alternate Job Titles**

D . . . . C+ .

Software Developers and Program Engineer.

Benef	its		
	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>38</b> %	0%	<b>63</b> %
Dental	<b>38</b> %	0%	<b>63</b> %
Vision	25%	0%	<b>25</b> %
Life	25%	0%	13%
Sick Leave	<b>63</b> %	0%	0%
Vacation	100%	0%	0%
Retirement	<b>50</b> %	0%	13%
Child Care	0%	0%	0%

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Range

\$16.78 to \$16.78

\$17.44 to \$25.50

\$20.19 to \$29.20

Other

### **Promotional Opportunities**

0%

50% Promote

50% Don't Promote

0%

0%

Promotional opportunities may lead to positions such as Senior Programmer and Project Lead.

# Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Insufficient Data

### **Computer Software Sought**

All employers want their employees in this occupation to be proficient in word processing. Almost all want their employees to have knowledge of spreadsheet, database and all new programs/languages such as Windows, terminals and network communication.

# **Employment Trends**

**EDD Projections** 2000 Size: Medium - Approximately 60 employees

2000 Growth Rate: 0% - Remain stable 2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Jobs openings

**Turnover: 10%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	87%	13%	0%	25	
If Required or Preferred, Is Experience in other Occupations Accepted?	43%		57%	18	Database Developer, Program Analyst, and Computer Support
If Required or Preferred will Training Substitute For Experience?	75%		25%	30	

Technical / Vocational Training Required	50%	13%	38%	34	Computer Programming

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
38%	HS or Equivalent
38%	Associate Degree (2 years)
25%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Certification is obtained through different vendors.

## Desired Qualifications Based on Employers Responses

**Essential:** knowledge of problem solving skills, computer language, Assembly language, database management, and mainframe hardware and operating systems; ability to write, edit, and debug computer programs for business, ability to apply database management principles, write documentation of computer procedures, use diagnostics programs, and write effectively.

**Important:** knowledge of telecommunications, Windows programs, and AutoCad; ability to stay abreast of new programs/languages; possession of oral communications skills, and customer service skills; ability of follow and read instructions, think logically, concentrate

# Training Sources

There are no universal training requirements for programmers because computer applications are so widespread and varied that employer's needs also vary greatly. Computer programming is taught at public and private vocational schools, community and junior colleges, and universities. Many programmers are college graduates; others have taken special courses in computer programming to supplement their experience in particular fields. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC %	Description
-------	-------------

7372 69 Prepackaged Software

8211 9 Elementary and Secondary School

8748 9 Business Consulting

7371 6 Computer Programming Services

7 Others

### Recruitment Methods

The three most successful methods:

100%	Newspaper Ads
75%	Employee Referrals
38%	Internet

COMPUTER SUPPORT SPECIALISTS

Description

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

### **Alternate Job Titles**

Computer Techs, Senior Computer OP/PC Network Tech, Staff Service Specialist, Information System Analyst, System Administrator, LAN Administrator, Computer Support Analyst.

Wages		
	Range	Median
New, No Experience Union	\$7.00 to \$15.00	\$13.00
New, Experienced Union	\$7.50 to \$19.75	\$13.81
3 Years with Firm Union	\$9.00 to \$27.25	\$16.11

### **Benefits**

### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	93%	<b>7</b> %
Dental	80%	7%
Vision	80%	<b>7</b> %
Life	<b>53</b> %	7%
Sick Leave	93%	<b>7</b> %
Vacation	80%	7%
Retirement	80%	<b>7</b> %
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	87	10	3	0
Average Hours per week	40	29	40	0

### **Promotional Opportunities**

40% Promote

60% Don't Promote

Promotional opportunity may lead to position such as MIS Director.

### Shifts

No data available.

### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult** Inexperienced: A Little Difficult

### **Computer Software Sought**

Almost all employers prefer applicants who are skilled in word processing, spreadsheet, and database applications. Among others computers skills was Network, Lan Administrator, WAN Administrator, NT, Novell, Windows 95, DOS, Operating Systems, Internet, Support Specialists

# **Employment Trends**

### **EDD Projections**

1998 Size: Small - Approximately 40 employees

1998 Growth Rate: 8.6% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 3 Job openings

**Turnover: 10%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	40%	20%
Usually	60%	20%
Sometimes	0%	47%
Never	0%	13%

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
33%	HS or Equivalent
7%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Technical or professional certification is becoming a more common way to ensure employers of a level of competency or quality in a prospective employee.

## Required Training or Certification

Among the training required were Novell Certification, Unix Certification, A+ Certification, Network training, NT training, and college classes. The average length of training required was 14 months.

### Recognized Related Work Experience

Acceptable work experience by employers were MIS Administrator, System Administrator, Engineer, Network Specialist, or Troubleshooting Specialist. Employers who require previous experience seek an average of 12 months.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of diverse software applications, microcomputer hardware, operating systems, troubleshooting techniques, LAN/WAN, and operating manuals.

**Important:** knowledge of teaching techniques; ability to write effectively, communicate technical information to non-technical staff, work independently, work under pressure, and communicate with computer literate staff.

**Other:** possession of customer service skills; ability to work with close supervision, and work under pressure.

# Training Sources

There is no universal way to prepare for a job for this occupation. Relevant work experience is very important. Since employers generally look for experience, entry-level employees enhance their employment opportunities by participating in programs offered by vendors. Technological advances come so rapidly in the computer field that continuous study is necessary to keep skills up to date. Continuing education is usually offered by vendors, colleges and universities, or private training institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC	%	Description
3556	13	Plumbing & Hydronic Heating Supplies
4813	25	Telephone Communications, Exc. Radi
5074	25	Food Products Machinery
8062	38	General Medical & Surgical Hospitals

### Recruitment Methods

All employers recruit applicants through newspaper ads.

CONSTRUCTION MANAGERS

Wages

Median

\$16.00

\$20.71

Range

### **Alternate Job Titles**

Project Manager, Job Supervisor, and Foreman.

				New, No Experience Union	
Benef	ìts			New, Experienced Union	\$12.79 to \$21.58
	Employer Pays All	Employee Pays All	Shared Cost	3 Years with Firm Union	\$17.05 to \$30.00
	FT	FT	FT		

Benefits						
	Employer Pays All	Employee Pays All	Shared Cost			
	FT	FT	FT			
Medical	20%	0%	<b>67</b> %			
Dental	13%	0%	27%			
Vision	0%	0%	20%			
Life	7%	0%	20%			
Sick Leave	53%	0%	7%			
Vacation	<b>67</b> %	0%	20%			
Retirement	13%	0%	33%			
Child Care	0%	0%	0%			
Other	0%	0%	13%			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	41	0	0	0

### **Promotional Opportunities**

### 60% Promote

40% Don't Promote

Advancement opportunities vary depending upon the size ad type of company for which they work. Promotional opportunities may lead to positions such as Vice President and Manager.

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

### **Computer Software Sought**

All employers prefer applicants who are skilled in spreadsheet applications. Almost all prefer applicants who are skilled in word processing. Some employers prefer applicants who are skilled in database applications.

## Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Insufficient Data

### **Employment Trends**

### **EDD Projections**

**2000** Size: Medium - Approximately 50 employees

2000 Growth Rate: 0% - Remain Stable 2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job Openings

**Turnover:** 5% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	42	
If Required or Preferred, Is Experience in other Occupations Accepted?	53%		47%	37	Construction Trades, Estimator, Finisher, Carpenter
If Required or Preferred will Training Substitute For Experience?	20%		80%	14	

Technical / Vocational Training Required	20%	7%	73%	42	Apprentice Program, Vocational, Carpentry, Plumbing
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### Education

Minimum level of education required by employers when hiring an applicant:

20%	Less than High School
60%	HS or Equivalent
7%	Associate Degree (2 years)
13%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Voluntary certification can be valuable because it proves evidence of competence and experience. Requirements combine written examinations with verification of professional experience. Certified Construction Manager is awarded to practitioners who meet the requirements, complete a professional construction management "capstone" course, and pass technical examination.

# Desired Qualifications Based on Employers Responses

**Essential:** knowledge of safe equipment operating procedures, building codes and specifications, of OSHA standards, possession of performance appraisal skills, record keeping, public contact, oral communication, and good business relationships; ability to read blueprints, read and comprehend information quickly, think logically, and work in inclement weather conditions.

**Important:** possession of organizational and time management skills, good DMV driving record, and good listening and speaking skills; ability to work as part of a tem and independently, work effectively under periods of high pressure, motivate others, organize and di

**Other:** trained in CPR and first aid techniques; ability to perform routine, repetitive work, and lift at least 10 lbs.

# Training Sources

Training can be obtained through 2-year technical or community college, and 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

# Where the Jobs Are

SIC

SIC	/0	Description
1521	33	Single-Family Housing Construction
1542	11	Nonresidential Construction, NEC
1629	7	Heavy Construction, NEC
1731	7	Electrical Work
	42	Others

### Recruitment Methods

The three most successful methods:

80%	Newspaper Ads
53%	Employee Referral
33%	Word of Mouth, Lumberyards

Description

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

## **Alternate Job Titles**

Steamers, Sauté Cook, and Pizza Maker.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$8.25	\$5.75
New, Experienced Union	\$5.75 to \$8.25	\$5.94
3 Years with Firm Union	\$6.25 to \$9.25	\$6.88

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	16%	<b>6</b> %
Dental	11%	<b>6</b> %
Vision	<b>5</b> %	0%
Life	0%	0%
Sick Leave	11%	<b>6</b> %
Vacation	11%	<b>6</b> %
Retirement	<b>5</b> %	<b>6</b> %
Child Care	0%	0%
Other	N/A	N/A

Н	ours			
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	32	64	0	4
Average Hours per week	40	23	0	35

# **Promotional Opportunities**

78% Promote

22% Don't Promote

Promotion opportunities depend on ability to supervise less skilled workers, and limit food costs, by minimizing waste and accurately anticipating the amount of perishable supplies needed. Experienced cooks gradually advance to executive positions or supervisory/management positions.

No data available.

# **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Not Difficult** 

**Shifts** 

Inexperienced: Not Difficult

# Computer Software Sought

No computer skills were reported.

# **Employment Trends EDD Projections**

1998 Size: Large - Approximately 150 employees 1998 Growth Rate: 1% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job openings

**Turnover: 42%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	6%	83%
Usually	<b>6</b> %	11%
Sometimes	33%	6%
Never	<b>56</b> %	0%

# Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were either as a Cook or as a Pizza Maker. Employers who require previous experience seek an average of 5 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of sauce making: possession of oral communication skills, ability to handle multiple food orders in a timely fashion, work under pressure, work independently, read and follow instructions, and manage multiple priorities.

**Important:** knowledge of ethnic foods and pastry making; ability to write legibly.

**Other:** knowledge of basic math; possession of grooming skills; ability to work with close supervision.

### Licensing / Certifications

None.

# Training Sources

Trainees usually develop the necessary skills on the job. However, 3-year, State-approved apprenticeship programs are specifically designed to train Cooks for full service eating places. Program combines formal classroom instruction with supervised on-the-job training. Upon completion of the program, graduates receive full journey-entry level status and the designation, Culinarian. College programs are also available. Community colleges offer Associate Degree and certificate programs in commercial food preparation. Postsecondary courses range from a few months to 2 years or more. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC % Description
7011 13 Hotels & Motels
5812 81 Eating Places

6 Others

### Recruitment Methods

Almost all employers recruit unsolicited applicants. Most recruit by employees' referral and newspaper ads.

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basics items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, the se cooks work in regional or national fast food chain restaurants.

### Alternate Job Titles

No alternate job titles were reported.

Benef	ìts		
	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	0%
Dental	0%	0%	0%
Vision	0%	0%	0%
Life	0%	0%	0%
Sick Leave	0%	0%	0%
Vacation	0%	0%	0%
Retirement	0%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Other: 50% Discount Meals

7

**Promotional Opportunities** 

82% Promote

18% Don't Promote

Promotional opportunities may lead to positions such as Shift Manager, Shift Supervisor, Shift Leader, and Crew Leader.

# Computer Software Sought

No computer skills were reported.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$5.75	\$5.75
New, Experienced Union	\$5.75 to \$5.75	\$5.75
3 Years with Firm Union	\$6.25 to \$7.00	\$6.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	1	99	0	0
Average Hours per week	30	19	0	0

## Shifts

76% of the employers had day-shift; 76% had swing-shift; 0% had graveyard- shift, and 18% had Other-shift (5:30 am - 12:30 am, 10 am - 12 am, 4 pm to midnight).

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Moderately Difficult

# Employment Trends

### **EDD Projections**

**1999** Size: Large - Approximately 160 employees **1999** Growth Rate: 1% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 42**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A%		N/A%	N/A	
If Required or Preferred will Training Substitute For Experience?	N/A%		N/A%	N/A	

chnical / Vocational Training Required 0% %	N/A	%	0%	echnical / Vocational Training Required
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### Education

Minimum level of education required by employers when hiring an applicant:

94%	Less than High School			
6%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

Essential: knowledge of measure required ingredients needed for specific food item being prepared, determine portions, and health/sanitation standards; ability to read food order slip or receive verbal instructions as to food required, prepare and cook food according to instruments, prepare and serve beverages such as coffee and fountain drinks.

**Important:** ability to cook in quantity, cook food requiring short preparation time, and operate cooking equipment.

**Other:** ability to work under stress situations, prepare dough, and follow recipes.

### Where the Jobs Are

SIC % Description

5812 100 Eating Places

# Training Sources

Training can be obtained through adult schooln with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

The three most successful methods:

	100%	Walk-In Applicants		
	94% Word of Mouth and Window Ad			
76% Newspaper Ads		Newspaper Ads		

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

### Alternate Job Titles

Correctional Officer I/II, and Juvenile Detention Officer I/II.

Wages					
	Range	Median			
New, No Experience Union	\$10.25 to \$11.25	\$10.70			
New, Experienced Union	\$11.75 to \$13.00	\$12.41			
3 Years with Firm Union	\$12.50 to \$13.75	\$13.03			

## Benefits

### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	100%	0%
Dental	100%	0%
Vision	100%	0%
Life	0%	0%
Sick Leave	100%	0%
Vacation	100%	0%
Retirement	100%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours						
	Full Time	Part Time	Temp or On Call	Seasonal		
% of all Employees	100	0	0	0		
Average Hours per week	40	0	0	0		

# Promotional Opportunities

100% Promote

0% Don't Promote

Promotional opportunity may lead to position in higher ranks within the firm.

Computer Software Sought

No computer skills were reported.

# Shifts

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: Very Difficult

# Employment Trends

### **EDD Projections**

**1998** Size: Very Large - Approximately 630 employees **1998** Growth Rate: 5.9% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 280 Job openings

**Turnover: 22**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience		
Always	0%	50%		
Usually	50%	0%		
Sometimes	0%	50%		
Never	50%	0%		

# Required Training or Certification

None.

## Recognized Related Work Experience

Acceptable work experience by employers was a job working with juveniles. Employers who require previous experience seek an average of 3 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
50%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## Desired Qualifications Based on Employers Responses

Essential: knowledge of problem solving; possession of a Firearms Qualifications Card; ability to accurately record and report information; pass a pre-employment medical exam, and handle crisis situations. Important: knowledge of supervisory skills; possession of decision making skills; ability to deal effectively with difficult individuals, plan and organize the work of others, work under pressure, and administer emergency first aid.

**Other:** knowledge of variety of cultures and interviewing techniques; ability to interact well with others, and work independently.

### Licensing / Certifications

None.

## Where the Jobs Are

SIC % Description 9030 17 Local Government 9020 83 State Government

### **Training Sources**

Basic correctional officer academy training averaging 2 months is required for state correctional facilities. State Correctional Officers undergo a six-week in-house training program, followed by a 2-year (3,600 hours) apprenticeship. To be eligible in the CO examination, the applicant must (1) no felony convictions, (2) U.S. Citizen or permanent resident alien, (3) graduate from a U.S. high school or have a GED or higher level degree, and (4) history of law abiding behavior.

### Recruitment Methods

All employers recruit applicants by employees' referrals, hiring unsolicited applicants, use in-house promotion or transfer, through public schools or program referrals, EDD, and through Union Hall Referrals.

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

### **Alternate Job Titles**

Estimator and Sales Estimator.

Benefits							
	Employer Pays All	Employee Pays All	Shared Cost				
	FT	FT	FT				
Medical	27%	0%	<b>67</b> %				
Dental	<b>7</b> %	0%	40%				
Vision	<b>7</b> %	0%	33%				

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>27</b> %	0%	<b>67</b> %
Dental	<b>7</b> %	0%	40%
Vision	<b>7</b> %	0%	33%
Life	13%	0%	47%
Sick Leave	<b>47</b> %	0%	13%
Vacation	80%	0%	13%
Retirement	40%	0%	33%
Child Care	0%	0%	0%
Other	0%	0%	0%

### **Promotional Opportunities**

47% Promote

53% Don't Promote

Promotional opportunity may lead to a position such as Manager.

Shifts

Degrees of difficulty employers have in finding quali-

100% of the employers had day-shift; 7% had swing-shift;

0% had graveyard- shift, and 0% had Other-shift.

**Experienced: Moderately Difficult** Inexperienced: Insufficient Data

## **Computer Software Sought**

Almost all employers prefer applicants who are skilled in spreadsheet and word processing applications. Most prefer applicants who are skilled in database applications. Some employers prefer applicants who are skilled in specific software within its industry.

### Wages Median Range New, No Experience Union New, Experienced \$8.75 to \$23.97 \$15.34 Union 3 Years with Firm \$12.50 to \$27.40 \$20.00 Union

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	96	4	0	0
Average Hours per week	41	32	0	0

## Supply and Demand

fied applicants:

# **Employment Trends EDD Projections**

2000 Size: Medium - Approximately 50 employees 2000 Growth Rate: 3.6% - Faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job openings

**Turnover: 0%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	27	
If Required or Preferred, Is Experience in other Occupations Accepted?	64%		36%	30	Construction Trade, Roofing, Sales, and Auto Body
If Required or Preferred will Training Substitute For Experience?	40%		60%	15	

Technical / Vocational Training Required	13%	13%	73%	23	Construction Trade, Computer Industry, Vocational, and Paint-
					ing

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
60%	HS or Equivalent
40%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Voluntary certification can be valuable because it provides professional recognition of the estimator's competence and experience. To become certified, estimators usually must have between 3 and 7 years of estimating experience and must pass both a written and oral examination.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of labor requirements, product, industry and trends, and scheduling work; ability to analyze blueprints, specifications, proposals, prepare estimates, planning, organizing, and determine cost effectiveness.

**Important:** knowledge of basic math; possession of listening skills, verbal communication, and people skills.

**Other:** ability to sit continuously for 2 or more hours.

# Training Sources

Training can be obtained in technical schools, community college, and universities.

### Where the Jobs Are

**Description** 

SIC

1761	23	Roofing, Siding, and Sheet Metal Work
1521	12	Single-Family Housing Construction
1522	10	Residential Construction, NEC
1731	8	Electrical Work
1711	6	Plumbing, Heating, Air-Conditioning
5211	6	Lumber and Other Building Materials

## Recruitment Methods

Others

35

The three most successful methods:

87%	Newspaper Ads
60%	In-House Promotion or Transfer
47%	Word of Mouth

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

## **Alternate Job Titles**

No alternate job titles were reported.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$10.00	\$8.00
New, Experienced Union	\$7.00 to \$12.00	\$9.50
3 Years with Firm Union	\$9.00 to \$17.00	\$12.00

## **Benefits**

### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	60%	13%
Dental	<b>87</b> %	13%
Vision	0%	0%
Life	0%	0%
Sick Leave	60%	7%
Vacation	100%	7%
Retirement	40%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	90	10	0	0
Average Hours per week	39	26	0	0

# **Promotional Opportunities**

73% Promote

27% Don't Promote

Promotional opportunities may lead to positions such as Registered Dental Assistant and Supervisor.

# **Shifts**

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

# **Employment Trends**

# **Computer Software Sought**

A few employers prefer applicants who are skilled in word processing.

### **EDD Projections**

1998 Size: Medium - Approximately 60 employees 1998 Growth Rate: 2.9% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 21%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	27%	73%
Usually	33%	7%
Sometimes	27%	13%
Never	13%	7%

# Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
60%	HS or Equivalent
0%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certifications**

Licensed Dental Assistant. To obtain a license applicants must (1) graduate from approved Dental Assisting Program or (2) 18 months on-the-job training with a Licensed Dentist, and (3) pass the RDA written and performance examination.. NOTE: Licensure is a voluntary process that permits a dental assistant to perform more complex procedures.

Vocational programs may lead to a Certificate.

## Required Training or Certification

Among the certification required were X Ray License, dental Assistant Certificate, and Registered Dental Assistant License. The average of training required was 13 months.

## Recognized Related Work Experience

Acceptable work experience by employers were either as a dental Assistant or Registered Dental Assistant. Employers who require previous experience seek an average of 9 months.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of dental materials, billing procedures, and record keeping; possession of Radiation Safety Certificate; ability to assist or perform dental procedures.

**Important:** possession of public contact and oral skills; ability to read & follow oral instructions.

**Other:** knowledge of basic math; possession of grooming skills; ability to work independently.

### Where the Jobs Are

SIC % Description

8021 100 Office & Clinics Of Dentists

# Training Sources

Training can be obtained through community colleges and public and private adult vocational schools. Also, through Regional Occupational Programs (ROP). While the length of programs may vary, most programs take 1 year or less to complete and lead to a certificate. Some private vocational school offer 4-to-6 month courses. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

Most employers recruit unsolicited applicants and through private schools referrals.

15 Employers Surveyed

31 Jobs Represented

94% Female

6% Male

# Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

## **Alternate Job Titles**

No alternate job titles were reported.

Wages Range Median New, No Experience \$17.00 to \$30.00 \$23.00 Union New, Experienced \$20.00 to \$35.00 \$26.00 Union 3 Years with Firm \$23.50 to \$40.00 \$28.25 Union

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>78</b> %	22%
Dental	<b>56</b> %	11%
Vision	44%	11%
Life	22%	11%
Sick Leave	<b>56</b> %	<b>22</b> %
Vacation	<b>67</b> %	22%
Retirement	<b>56</b> %	<b>22</b> %
Child Care	0%	0%
Other	N/A	N/A

Multiple job holding is common in this field and compensation can also be based per day ranging from \$187.50 to \$300.00.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	23	71	6	0
Average Hours per week	38	17	7	0

# **Promotional Opportunities**

0% Promote

100% Don't Promote

Dental Hygienists advance primarily in expanded roles and greater responsibilities. With additions education and experience they may specialize in areas such as orthodontia.

Computer Software Sought

No computer skills were reported.

**Shifts** No data available.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

# **Employment Trends**

### **EDD Projections**

1997 Size: Medium - Approximately 50 employees 1997 Growth Rate: 21.4% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 50 Job openings

**Turnover: 27%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	33%	7%
Usually	20%	27%
Sometimes	20%	47%
Never	27%	20%

# Required Training or Certification

Among the training required by employers surveyed were Dental Hygiene Certification, x-ray License, and Dental Hygienists License. The average length of training required was 14 months.

### Recognized Related Work Experience

Acceptable work experience by employers were Dental Assistant, Registered Dental Assistant, or in Dental office. Employers who require previous experience seek an average of 13 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School	
7%	HS or Equivalent	
13%	Associate Degree (2 years)	
27%	Bachelor's Degree (4 years)	
0%	Graduate Study	

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of teeth cleaning and polishing techniques, decay preventive agents, infection control, dental care needs, local anesthetics, instrument sterilization, and safety procedures; possession of Dental Hygienist License; ability to examine gums for signs of disease, instruct patients in oral hygiene, and administer and develop x-ray film. **Important:** knowledge of record keeping and laboratory safety procedures; possession of Radiation Safety Certificate and public contact skills.

**Other:** knowledge of good diet and nutrition, ability to work independently, and exercise patience with children.

### Licensing / Certifications

Licensed Dental Hygienist. To obtain a license applicants must graduate from an ADA accordited dental hygiene program.

### Where the Jobs Are

SIC % Description

8021 100 Offices & Clinics of Dentists

# Training Sources

Training programs last two-year and training must be from an accredited dental hygiene program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

Most employers recruit applicants through word of mouth and Health care programs.

# **DES 650140**

16 Employers Surveyed

179 Jobs Represented

82% Female

**18% Male** 

# Description

Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables.

### **Alternate Job Titles**

Child Nuti/II, CN Asst II, CN Food HA, Server, Food Server, and Dishwasher.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$8.75	\$5.75
New, Experienced Union	\$5.75 to \$10.25	\$5.94
3 Years with Firm Union	\$5.75 to \$10.25	\$7.00

### **Benefits**

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	25%	<b>7</b> %
Dental	19%	7%
Vision	13%	0%
Life	0%	0%
Sick Leave	<b>25</b> %	7%
Vacation	<b>25</b> %	7%
Retirement	19%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	45	53	0	3
Average Hours per week	21	22	0	25

## **Promotional Opportunities**

75% Promote

25% Don't Promote

Promotional opportunities may lead to positions such as management and supervisory positions. However, opportunities for promotion are limited, the field serves as a source of immediate income, rather than a career.

**Shifts** 

No data available.

# **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Not Difficult** Inexperienced: Not Difficult

# **Employment Trends**

### **EDD Projections**

1998 Size: Very Large - Approximately 180 employees

1998 Growth Rate: 1.6% - Slow Decline 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 27%** annually, based on employers responses.

Computer Software Sought

No computer skills were reported.

Emperied and Training of Employers responses			
	Experienced Required	Training Substitute for Experience	
Always	6%	75%	
Usually	0%	19%	
Sometimes	31%	6%	
Never	63%	0%	

# Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were either as a Waiter/Waitresses or in any a food service position. Employers who require previous experience seek an average of 4 months.

### Education

Minimum level of education required by employers when hiring an applicant:

6%	Less than High School
94%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

Essential: possession of oral communication skills; ability to work rapidly under pressure, handle food orders in a timely fashion, fill coffee and tea dispensers, and stand continuously for two or more hours. Important: knowledge of basic math; possession of public contact skills; ability to work independently and read & follow instructions. Other: knowledge of sanitary work environment; possession of high standards of personal cleanliness and basic computerized menu/order taking skills.

### Licensing / Certifications

None.

# Training Sources

Trainees usually develop the necessary skills on the job.

### Where the Jobs Are

SIC % Description
5813 9 Drinking Places
7011 13 Hotels & Motels
5812 70 Eating Places

Others

### Recruitment Methods

Almost all employers recruit unsolicited applicants, through employees' referrals, and newspaper ads

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

### **Alternate Job Titles**

No alternate job titles were reported.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$10.00	\$6.60
New, Experienced Union	\$5.75 to \$12.00	\$8.00
3 Years with Firm Union	\$6.50 to \$15.00	\$9.75

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	83%	0%
Dental	33%	0%
Vision	0%	0%
Life	<b>6</b> %	0%
Sick Leave	<b>72</b> %	0%
Vacation	94%	0%
Retirement	<b>28</b> %	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	86	14	0	0
Average Hours per week	41	22	0	0

**Promotional Opportunities** 

No computer skills were reported.

39% Promote

61% Don't Promote

Promotional opportunity may lead to position such as Manager.

Computer Software Sought

Shifts

No data available.

**Supply and Demand** 

Degrees of difficulty employers have in finding quali-

fied applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

# **Employment Trends**

# **EDD Projections**

1998 Size: Medium - Approximately 60 employees

1998 Growth Rate: 0% - Remain stable 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job openings

**Turnover: 21%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	33%	33%
Usually	6%	28%
Sometimes	22%	17%
Never	39%	22%

### Required Training or Certification

Among the certification required were Class A or B driver's license, hazardous material Certificate, and Hazardous Material Endorsement.

## Recognized Related Work Experience

Acceptable work experience by employers were either as a driver or Salesman. Employers who require previous experience seek an average of 14 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

Essential: knowledge of basic math; possession of good DMV driving record, customer service skills, and advanced selling skills; possession of read/follow instructions, work independently, and read invoices. **Important:** knowledge of local streets; ability to complete forms and interact well with others.

Other: possession of dependability & work ethics and good grooming skills; ability towork as a team.

### **Licensing / Certifications**

None.

### Where the Jobs Are SIC % **Description**

5149 5 Groceries & Related Products, Nec

5181 Beer & Ale

Liquefied Petroleum Gas Dealers 5984

5812 **Eating Places** 

> Others 22

# **Training Sources**

Trainees usually develop the necessary skills on the job.

### **Recruitment Methods**

Almost all employers recruit unsolicited applicants.

# Description

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Services.

### Alternate Job Titles

Maintenance, Journeyman, Maintenance Electrician, and Plant Electrician.

Wages		
	Range	Median
New, No Experience Union	\$5.50 to \$14.25	\$7.48
New, Experienced Union	\$7.50 to \$17.75	\$10.00
3 Years with Firm Union	\$10.00 to \$22.50	\$15.14

### Benefits

### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	100%	0%
Dental	69%	0%
Vision	<b>54</b> %	0%
Life	38%	0%
Sick Leave	<b>62</b> %	0%
Vacation	77%	0%
Retirement	<b>54</b> %	0%
Child Care	15%	0%
Other	N/A	N/A

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	99	1	0	0	
Average Hours per week	40	20	0	0	

## Promotional Opportunities

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Foreman, Senior Electrician, and Plant & Packaging Maintenance Electrician. Also, promotions/advancements may be dependent upon job availability, which implies, in certain firms, employees can test for positions and be placed on a waiting list.

Computer Software Sought

No computer skills were reported.

### No data available.

**Shifts** 

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult

# Employment Trends

### **EDD Projections**

**1997** Size: Large – Approximately 130 employees

**1997** Growth Rate: 3.9% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 50 Job openings

**Turnover: 24**% annually, based on employers responses.

LECTRICIANS



	Experienced Required	Training Substitute for Experience
Always	67%	7%
Usually	27%	13%
Sometimes	7%	27%
Never	0%	53%

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
47%	HS or Equivalent
13%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Although licensing requirements vary from area to area, electricians generally must pass an examination that tests their knowledge of electrical theory, the National Electrical Code, and local electric and building codes.

The program consists of from 7,200 to 8,000 hours of combined onthe-job and classroom training. Upon completion of the program, they receive a Certificate of Completion from the California Division of Apprenticeship Standards. Applicants must be at least 18 years old and have a high school diploma, although GED ma be acceptable.

## Required Training or Certification

Among training required by employers surveyed were Electrician Apprentice Program, Electrician License, and Programmable Logic Controllers Training. The average length of training required was 16 months.

### Recognized Related Work Experience

Acceptable work experience by employers were Journeyman, Packaging Maintenance Electrician, or Maintenance. Employers who require previous experience seek an average of 39 months.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of electrical systems, electrical equipment installation, troubleshooting, use reference materials, shop math, and cost estimating procedures; possession of soldering skills and mechanical aptitude; and ability to read blue prints.

**Important:** possession of customer service skills and oral communication; good color perception, ability to lift 50 lbs, climb ladders, and read/follow instructions.

**Other:** knowledge of safety procedures and fiber optic wiring; possession of dexterity skills; and ability to crawl under buildings.

# Training Sources

Electrical trade can be learned by completing a 4-or-5 year apprentice programs, or on-the-job training for non-union members. Another way is completion of an electrical construction and maintenance program at a vocational or trade colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC % Description

4932 50 Gas & Other Serv. Combined

1731 34 Electrical Work

16 Others

### Recruitment Methods

Most employers recruit applicants through newspaper ads.

Description

Emergency Medical Technicians-I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Does not include Firefighters trained as Emergency Medical Technicians-I.

### Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	100%	0%	0%		
Dental	100%	0%	0%		
Vision	0%	0%	0%		
Life	100%	0%	0%		
Sick Leave	100%	0%	0%		
Vacation	100%	0%	0%		
Retirement	<b>50</b> %	0%	0%		
Child Care	0%	0%	0%		
Other	0%	0%	50%		

# Promotional Opportunities

100% Promote

0% Don't Promote

Promotional opportunity may lead to a position such as EMT Paramedics.

Wages		
	Range	Median
New, No Experience Union	\$7.31 to \$ 11.99	\$9.65
New, Experienced Union	\$7.31 to \$ 11.99	\$9.65
3 Years with Firm Union	\$8.52 to \$ 13.42	\$10.97

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	42	58	0	0
Average Hours per week	53	18	0	0

# Shifts

50% of the employers had day-shift; 50% had swing-shift; 50% had graveyard- shift, and 50% had Other-shift (3 days 24 hrs. shifts in a week).

## Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Moderately Difficult

# Computer Software Sought

No computer skills were reported.

# Employment Trends

### **EDD Projections**

1999 Size: Small - Approximately 30 employees

**1999** Growth Rate: N/A

**1999** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 13**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	100%	0%	9	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	9	
If Required or Preferred will Training Substitute For Experience?	100%		0%	6	

Technical / Vocational Training Required	0%	0%	100%	N/A	Fire Department or Hospital environment
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### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Certified Emergency Medical Technician I. Applicants must be 18 years old of age and have an EMT-I course completion certificate. Graduates of approved EMT - I who pass a written and practical examination administered by the State certifying agency or the National registry of Emergency Medical Technicians earn the title of Registered EMT - Basic.

### Desired Qualifications Based on Employers Responses

Essential: knowledge of first-aid treatment and life support care to sick or injured persons in pre-hospital setting, assess nature and extent of illness or injury to establish and prioritize medical procedures, assist treatment center personnel to obtain and record victim's vital signs, monitor patient's conditions using electrocardiograph, and administer emergency treatment; possession of EMT - Paramedic Certification; ability to assist in removal and transport of victims to treatment center. Important: knowledge of maintain vehicles/medical communication equipment and replenish first aid equipment and supplies; ability to drive intensive care unit to specific location, follow instructions from emergency medical dispatcher, and communicate with treatmentature and extent of illness or injury to establish and prioritize medical procedures, assist treatment center

**Other:** knowledge of life support procedures, sanitation practices to health care, and apply local/regional knowledge to transportation; ability to work as a team member.

# Where the Jobs Are

SIC % Description

4119 76 Local Transportation, NEC

8062 22 Hospitals

# Training Sources

Training can be obtained through 2-year technical or community college, and adult school with vocational program. Training programs is 110 to 120 hours of classroom work plus 10 hours of internship in a hospital emergency room. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

The three most successful methods:

	100%	Walk-In Applicants	
	50%	Employee Referrals and Newspaper Ads	
ľ	50%	School, Program Referrals and Word of Mouth	

# DES 325083

2 Employers Surveyed

27 Jobs Represented

4% Female

**96% Male** 

# Description

Emergency Medical Technicians, Paramedic trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Firefighters trained as Paramedics.

### Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	100%	0%	0%
Dental	100%	0%	0%
Vision	0%	0%	0%
Life	100%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	<b>50</b> %	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	<b>50</b> %

Other: 403 B (Tax Deferred Savings Plan).

**Promotional Opportunities** 

0% Promote

100% Don't Promote

Wages		
	Range	Median
New, No Experience Union	\$18.70 to \$ 18.70	\$18.70
New, Experienced Union	\$8.84 to \$ 18.70	\$13.77
3 Years with Firm Union	\$13.06 to \$ 20.62	\$16.84

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	56	44	0	0
Average Hours per week	55	16	0	0

### Shifts

50% of the employers had day-shift; 50% had swing-shift; 50% had graveyard- shift, and 50% had Other-shift (3 days 24 hrs. shifts in a week).

## Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Very Difficult

# Computer Software Sought

No computer skills were reported.

# **Employment Trends**

### **EDD Projections**

1999 Size: Small - Approximately 30 employees.

1999 Growth Rate: N/A

1999 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 7**% annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	50%	50%	0%	9	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	9	
If Required or Preferred will Training Substitute For Experience?	100%		0%	7	

Technical / Vocational Training Required 0% 0% 100% N/A EMT I or as Fireperson
--

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Licensed Emergency Medical Technician - Paramedic. Applicants must be 18 years of age and have EMT - P Certification. Persons operating private ambulances services must be licensed by the California Highway Patrol; all newly licensed paramedics must be fingerprinted; private ambulance drivers must be licensed by the Department of Motor Vehicles.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of first-aid treatment and life support care to sick or injured persons in pre-hospital setting, assess nature and extent of illness or injury to establish and prioritize medical procedures, assist treatment center personnel to obtain and record victim's vital signs, monitor patient's conditions using electrocardiograph, and administer emergency treatment; ability to assist in removal and transport of victims to treatment center.

**Important:** knowledge of maintain vehicles/medical communication equipment and replenish first aid equipment and supplies; ability to drive intensive care unit to specific location, follow instructions from emergency medical dispatcher, and communicate with treatment center **Other:** knowledge of life support procedures, sanitation practices to health care, and apply local/regional knowledge to transportation; ability to work as a team member.

# Where the Jobs Are

SIC % Description

4119 76 Local Passenger Transportation, NEC

8062 22 Hospitals

# Training Sources

Training can be obtained through 2-year technical or community college, and adult school with vocational program. Training programs generally last between 750 and 2,000 hours. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

The three most successful methods:

100%	In-House Promotion or Transfer and Walk-In Applicants
50%	School, Program Referrals
50%	Word of Mouth

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Description

Farm workers, Farm and Ranch Animal Workers attend to live farm or ranch animals that may include cattle, sheep, swine, goats, and poultry produced for animal products such as meat, fur, skins, feathers, milk, and eggs. Duties may include feeding, watering, herding, grazing, castrating, branding, debeaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries, and administer medications, vaccinations, or insecticide as appropriate. May clean and maintain housing areas. Includes workers who tend dairy milking machines, shear wool from sheep, collect eggs in hatcheries, place shoes on animals' hooves, and tend bee colonies.

### **Alternate Job Titles**

Dairy Worker.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$12.25	\$6.90
New, Experienced Union	\$5.75 to \$12.25	\$6.90
3 Years with Firm	\$6.50 to \$13.25	\$8.63

Union

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>34</b> %	0%
Dental	0%	0%
Vision	0%	0%
Life	0%	0%
Sick Leave	<b>20</b> %	0%
Vacation	<b>67</b> %	0%
Retirement	0%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	99	1	0	0
Average Hours per week	40	25	0	0

**Promotional Opportunities** 

20% Promote

80% Don't Promote

Promotional opportunities may lead to positions such as Foreman and Manager.

Shifts

No data available.

**Supply and Demand** 

Degrees of difficulty employers have in finding quali-

fied applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

**Employment Trends** 

Computer Software Sought

No computer skills were reported.

**EDD Projections** 

1998 Size: N/A 1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 10%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	7%	40%
Usually	13%	47%
Sometimes	20%	13%
Never	60%	0%

# Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were all related with farming, whether with horses, turkeys, or dairy animals. Employers who require previous experience seek an average of 4 months.

### Education

Minimum level of education required by employers when hiring an applicant:

33%	Less than High School
67%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# Desired Qualifications Based on Employers Responses

**Essential:** ability to tend livestock and poultry, operate and maintain farm machinery, and maintain structures.

**Important:** knowledge of problem solving; ability to manage unexpected situations or circumstances, set work priorities, work under pressure, ability to lift at least 50 lbs., and ability to perform repetitive work.

**Other:** ability to work independently, and ability to follow safety procedures.

### Licensing / Certifications

None.

### Where the Jobs Are

SIC % Description

Not Available Data

# Training Sources

Trainees usually develop the necessary skills on the job.

### Recruitment Methods

Almost all employers recruit unsolicited applicants and through employees' referrals.

Description

Farm workers, Food and Fiber Crops manually plant, cultivate, and harvest food and fiber products such as grains, vegetables, fruits, nuts, and field crops (e.g.., cotton, mint, hops, and tobacco). Use hand tools such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties includes tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying fungicides, herbicides, or pesticides; and packing and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Includes works involved in expediting pollination and those who cut seed tuber crops into sections for planting.

### **Alternate Job Titles**

No alternate job titles were reported.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$7.75	\$5.75
New, Experienced Union	\$5.75 to \$10.00	\$6.00
3 Years with Firm Union	\$5.75 to \$13.00	\$7.50

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time	
Medical	31%	<b>6</b> %	
Dental	19%	<b>6</b> %	
Vision	<b>6</b> %	0%	
Life	<b>6</b> %	0%	
Sick Leave	13%	<b>6</b> %	
Vacation	44%	<b>6</b> %	
Retirement	19%	0%	
Child Care	0%	0%	
Other	N/A	N/A	

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	97	3	0	0	
Average Hours per week	44	30	0	0	

**Promotional Opportunities** 

56% Promote

44% Don't Promote

Promotional opportunities may lead to positions such as Foreman and Supervisor.

**Shifts** 

No data available.

**Supply and Demand** 

Degrees of difficulty employers have in finding quali-

fied applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

**Employment Trends** 

Computer Software Sought

No computer skills were reported.

# **EDD Projections**

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 12%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	0%	38%
Usually	13%	44%
Sometimes	25%	19%
Never	63%	0%

# Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were all related with farming. Employers who require previous experience seek an average of 5 months.

## Education

Minimum level of education required by employers when hiring an applicant:

69%	Less than High School
31%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** ability to plant, cultivate, harvest and store crops, pick crops during harvests season, prune trees to size and shape growth, and work independently.

**Important:** ability to lift at least 30lbs., and understand oral directions. **Other:** possession of punctuality & reliability skills; ability to work under close supervision.

### Licensing / Certifications

None.

## Where the Jobs Are

SIC %

Description

Not Available Data

# Training Sources

Trainees usually develop the necessary skills on the job.

### Recruitment Methods

Almost all employers recruit unsolicited applicants. Most recruit by employees' referrals.

# Description

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

### Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	0%	0%	100%
Life	0%	0%	100%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities
---------------------------

100% Promote

0% Don't Promote

Promotional opportunities may lead to positions such as Chief, Captain, and Fire Engineer.

# **Computer Software Sought**

All employers prefer applicants who are skilled in word processing and database applications. . Most prefer applicants who are skilled in spreadsheet applicants.

Wages		
	Range	Median
New, No Experience Union	\$11.25 to \$11.25	\$11.25
New, Experienced Union	\$11.25 to \$14.65	\$13.15
3 Years with Firm Union	\$12.79 to \$18.83	\$18.49

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	54	0	0	0

### Shifts

0% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 100% had Other-shift (24 hrs. Shift.).

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Very Difficult

## **Employment Trends**

### **EDD Projections**

2000 Size: Medium - Approximately 55 employees 2000 Growth Rate: 7.1% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job openings

**Turnover: 7**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	67%	33%	0%	22	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	100%		0%	12	

Technical / Vocational Training Required	100%	0%	0%	12	Certification and Academy Training Program

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Not required; however, fire departments increasingly are requiring their firefighters to be cross-trained as paramedics, which requires licensing. Certification of Firefighter I can be obtained passing a written exam; tests of strength, physical stamina, coordination, and agility; a medical examination that includes drug screening. Examinations are generally open to persons who are at least 18 years of age and have a high school education or equivalent.

## Desired Qualifications Based on Employers Responses

**Essential:** knowledge of medical terminology and local streets; possession of valid class B driver's license, good vision, color perception, and hearing, agility, coordination, and manual dexterity; ability to use CPR and First Aid, use of firefighting and rescue equipment, perform strenuous, physically demanding work, take vital signs, handle crisis situations, work under pressure, analyze situations accurately and react quickly, lift 90 lbs., and think logically.

**Important:** ability to climb high places, work under pressure, work in a team environment, and work extended hours.

**Other:** possession of good verbal communication and listening skills; ability to pass a pre-employment physical exam and drug screen test.

### Where the Jobs Are

SIC	%	Description
9020	80	State Government
9030	20	Local Government

# Training Sources

Training can be obtained through 2-year technical, community college, and Academy. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

100%	In-House Promotion or Transfer	
100%	Newspaper Ads	
100%	Job Fair and Flyers	



# ES 510020

23 Employers Surveyed

55 Jobs Represented

76% Female

**24% Male** 

# Description

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

### **Alternate Job Titles**

Manager Assistant, Office Manager, Supervisor, Business Manager, and Front Office Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$5.00 to \$11.75	\$6.75
New, Experienced Union	\$6.00 to \$20.25	\$9.21
3 Years with Firm Union	\$6.75 to \$23.75	\$11.51

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>95</b> %	10%
Dental	81%	14%
Vision	<b>48</b> %	10%
Life	38%	0%
Sick Leave	71%	14%
Vacation	86%	14%
Retirement	<b>57</b> %	10%
Child Care	0%	0%
Other	N/A	N/A

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	80	2	0	18
Average Hours per week	40	20	0	28

**Promotional Opportunities** 

35% Promote

65% Don't Promote

Promotional opportunities may lead to positions such as Region Manager, Bank Manager, Administrative Supervisor, Supervisor and Customer Service Manager. Advancement can be achieved by taking on more duties in the same occupation with higher pay. Also, promotions/advancements may be dependent upon job availability.

No data available.

**Supply and Demand** 

Shifts

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult** 

**Employment Trends** 

# Computer Software Sought

Even though almost all employers prefer applicants who are skilled in word processing application, many, also prefer applicants with spreadsheet and database applications knowledge.

### **EDD Projections**

1997 Size: Very Large - Approximately 290 employees 1997 Growth Rate: 3.8% - Proportionally with the average 1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 120 Job openings

**Turnover:** 40% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience	
Always	61%	4%	
Usually	26%	17%	
Sometimes	9%	48%	
Never	4%	30%	

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
35%	HS or Equivalent
4%	Associate Degree (2 years)
4%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

Training prospects vary by industry. Employers surveyed required training or certification from Medical Assistant Certification to 2 years college. Employers surveyed required the employees to have an average of 11 months of training.

### Recognized Related Work Experience

Required Training or Certification

Acceptable work experience by employers were in Clerical position, Supervisor, Office Manager, Billing & Management, Payroll, and Bookkeeper. Specific industry may request particular work experience, such as in Medical field. Employers who require previous experience seek an average of 13 months.

### Desired Qualifications Based on Employers Responses

Essential: knowledge of personal computers and letter and report writing techniques; possession of oral communication skills; ability to plan and organize work of others, plan office operations, write effectively, and work under stress situation.

Important: knowledge of office management, AR/AP procedures, and bookkeeping procedures; ability to analyze and solve problems and set work priorities.

Other: knowledge of basic math, escrow & title functions, and basic techniques of organization and planning.

# **Training Sources**

High schools, business schools, and community college teach office skills. Business education programs and technical training needed for some specialized industry can be obtained in technical institutes and in 2-and-4 year colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC % Description 9030 Local Government 14 8211 Elem. & Sec. Schools 8062 Gen. Medical & Surg. Hosp.

> 72 Others

### **Recruitment Methods**

Most employers recruit applicants through word of mouth and Private Industry Council.

Description

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

### **Alternate Job Titles**

Bakery Deli Clerk, Cafeteria Helper, Prep & Delivery Person, and Dish Washer.

Wages				
	Range	Median		
New, No Experience Union	\$5.75 to \$7.00	\$5.75		
New, Experienced Union	\$5.75 to \$8.25	\$5.94		
3 Years with Firm Union	\$6.25 to \$10.50	\$7.38		

**Benefits** 

### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	<b>40</b> %	10%
Dental	<b>25</b> %	<b>5</b> %
Vision	<b>30</b> %	<b>5</b> %
Life	15%	<b>5</b> %
Sick Leave	<b>30</b> %	10%
Vacation	<b>40</b> %	10%
Retirement	<b>20</b> %	<b>5</b> %
Child Care	5%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	20	80	1	0
Average Hours per week	34	24	3	0

### **Promotional Opportunities**

85% Promote

15% Don't Promote

Promotional opportunities may lead to positions such as Supervisory positions, Cook, Checkers, Key Carriers, Pizza Maker, and Cashier.

### Shifts

No data available.

### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

### **Employment Trends**

### **Computer Software Sought**

A few employers prefer applicants who are skilled in database.

### **EDD Projections**

1998 Size: Very Large - Approximately 340 employees 1998 Growth Rate: 3.8% - Faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 120 Job openings

**Turnover: 33**% annually, based on employers responses.

FOOD PREPARATION WORKERS

	Experienced Required	Training Substitute for Experience	
Always	0%	75%	
Usually	15%	5%	
Sometimes	10%	20%	
Never	75%	0%	

### Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were in food service positions. Employers who require previous experience seek an average of 10 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School	
100%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

### Desired Qualifications Based on Employers Responses

Essential: knowledge of sanitary work environment and food safety issues; possession of sandwich & salad making skills; ability to handle multiple food orders in a timely fashion and work rapidly.

**Important:** possession of high standards of personal cleanliness and oral communication skills; ability to work under pressure; lift at least 30lbs. repeatedly, and read & follow instructions.

### **Licensing / Certifications**

None.

**Training Sources** 

Trainees usually develop the necessary skills on the job.

### Where the Jobs Are **Description**

SIC

%

		<b>-</b>
5411	7	Grocery Stores
8211	20	Elementary & Secondary Schools
8062	21	General Medical & Surgical Hospital
5812	35	Eating Places
	17	Others

### **Recruitment Methods**

Almost all employers recruit by employees' referrals. Most recruit through newspaper ads and hire unsolicited applicants.

# OES 987000999

23 Employers Surveyed

273 Jobs Represented

4% Female

96% Male

Description

Freight, Stock, and Material Movers include workers who move materials manually. These workers work in factory production areas, shipping departments, or warehouses.

### Alternate Job Titles

Receiving & Shipping, Material Handler, Warehouser, Clamp Operator, Shipping Clerk, Dock Worker, Receiver, Shipper, Production Warehouse, Night Crew/Clerks, and Loaders.

Wages				
	Range	Median		
New, No Experience Union	\$5.75 to \$15.75	\$6.50		
New, Experienced Union	\$5.75 to \$15.75	\$7.00		
3 Years with Firm Union	\$6.25 to \$18.00	\$9.00		

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	91%	13%
Dental	<b>57</b> %	9%
Vision	<b>48</b> %	9%
Life	43%	4%
Sick Leave	<b>65</b> %	13%
Vacation	83%	13%
Retirement	<b>56</b> %	9%
Child Care	4%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	57	4	5	33
Average Hours per week	41	25	40	43

### **Promotional Opportunities**

78% Promote

22% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Manager.

Shifts

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

### **Employment Trends**

# Computer Software Sought

A few employers prefer applicants who are skilled in word processing and database applications.

## **EDD Projections**

**1998** Size: N/A

1998 Growth Rate: N/A

**1998** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 8**% annually, based on employers responses.

1998

	Experienced Required	Training Substitute for Experience
Always	0%	57%
Usually	13%	17%
Sometimes	17%	22%
Never	70%	4%

# Required Training or Certification

A few employers required Fork Lift License.

### Recognized Related Work Experience

Specific work experience varies by industry and work setting. Acceptable work experience by employers were either in a warehouse, Stocker, Shipper, or loading/unloading materials. Employers who require previous experience seek an average of 6 months.

### Education

Minimum level of education required by employers when hiring an applicant:

4%	Less than High School
96%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of safety techniques; possession of good handeye coordination; ability to load/unload freight.

**Important:** ability to follow oral instructions, stock shelves, and work independently.

**Other:** knowledge of basic math; possession of computer familiarity; ability to perform routine, repetitive work, work well with others, and stand continuously for 2 or more hours.

### Licensing / Certifications

None.

### Where the Jobs Are

SIC % Description

Not Available Data

# Training Sources

Trainees usually develop the necessary skills on the job.

### Recruitment Methods

Almost all employers recruit by employee's referrals. Most hire unsolicited applicants.



### 190050 **DES**

31 Employers Surveyed

40 Jobs Represented

38% Female

**63% Male** 

## Description

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include Managers of smaller establishments who typically engage in the same activities as the workers they supervise and report them in the appropriate category in the other divisions.

### **Alternate Job Titles**

President, Executive Director, Police Chief, and Network Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$10.36 to \$16.78	\$15.34
New, Experienced Union	\$9.59 to \$23.95	\$15.34
3 Years with Firm Union	\$11.99 to \$ 28.38	\$19.18

Benefits							
	Employer Pays All	Employee Pays All	Shared Cost				
	FT	FT	FT				
Medical	81%	0%	17%				
Dental	<b>75</b> %	0%	17%				
Vision	<b>75</b> %	0%	10%				
Life	<b>78</b> %	4%	16%				
Sick Leave	<b>97</b> %	0%	0%				
Vacation	<b>97</b> %	0%	0%				
Retirement	71%	0%	<b>6</b> %				
Child Care	0%	0%	0%				
Other	7%	0%	19%				

Other:	401 K Plan,	Holidays,	and Profit	Sharing.
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### **Promotional Opportunities**

3% Promote

97% Don't Promote

Promotional opportunity may lead to a position such as President.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	41	0	0	0

Shifts

97% of the employers had day-shift; 26% had swing-shift; 3% had graveyard- shift, and 6% had Other-shift (Weekends and On-Call).

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

# Computer Software Sought

All employers prefer applicants who are skilled in word processing applications. Almost all prefer applicants who are skilled in spreadsheet applications and Windows. Most employers prefer applicants who are skilled in database software.

# **Employment Trends EDD Projections**

1999 Size: Very Large - Approximately 760 employees

1999 Growth Rate: 2.7% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 240 Job openings

**Turnover: 10%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	61%	0%	39%	53	
If Required or Preferred, Is Experience in other Occupations Accepted?	11%		89%	35	Extrusion Exposure, Hotel Management, Business Management, and Post Basic Certificate.
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A	

Technical / Vocational Training Required	13%	0%	87%	33	Administrative Management and Hospitality Management
					1105pitality Management

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
58%	HS or Equivalent
10%	Associate Degree (2 years)
32%	Bachelor's Degree (4 years)
0%	Graduate Study

## Licensing / Certifications

None.

## Desired Qualifications Based on Employers Responses

Essential: knowledge of financial management principles & theories, cost analysis theory, and direct activities of organization to plan procedures, and staff members responsibilities, and coordinate functions among departments and sites; ability to analyze/interpret data/budgets, review financial statements and sales and activity reported to ensure that organizations' objectives are achieved, negotiate or approve contracts with suppliers and distributors, and preside over or serve on board of directors, management committees, or other governing boards.

**Important:** ability to direct and coordinate organizations' financial and budget activities to fund operations, maximize investments, and increase efficiency; delegate responsibilities to subordinates, and evaluate performance of company in areas of cost reduction and coordinate functions

**Other:** knowledge of marketing strategy and accounting & business law; ability to establish internal control procedures.

# Training Sources

The educational backgroung of managers and top executives varies widely as the nature of their responsibilities. Training can be obtained through 2-year technical or community college, and 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC % Description5411 4 Grocery Stores

9030 4 Local Government

1742 4 Plastering, Drywall, and Insulation

88 Others

### Recruitment Methods

90%	In-House Promotion or Transfer
70%	Newspaper Ads
30%	EDD, Walk-In Applicants, and Colleges/Universities

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

### **Alternate Job Titles**

Office Assistant, Secretary, Receptionist Clerk, Order Desk, Front Office, Human Resource Specialist, and Front Office.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$11.50	\$7.00
New, Experienced Union	\$5.75 to \$11.75	\$7.80
3 Years with Firm Union	\$6.50 to \$14.00	\$9.75

**Benefits** 

### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	71%	4%
Dental	<b>54</b> %	4%
Vision	<b>38</b> %	4%
Life	21%	4%
Sick Leave	<b>54</b> %	4%
Vacation	83%	4%
Retirement	<b>63</b> %	4%
Child Care	4%	0%
Other	N/A	N/A

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	88	3	9	0	
Average Hours per week	40	22	40	0	

### **Promotional Opportunities**

42% Promote

58% Don't Promote

Promotional opportunities may lead to positions such as Administrative and supervisory positions. Opportunities broaden for this occupation due to the industry diversity. Also, promotions and advancements may be enhanced if workers continue to improve their skills.

Computer Software Sought

Almost all employers prefer applicants who are skilled in

word processing, spreadsheet, and database applications.

Familiarity with computer software and applicants is be-

coming increasingly important.

# Shifts

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult** 

### **Employment Trends**

# **EDD Projections**

1998 Size: Very Large - Approximately 680 employees 1998 Growth Rate: 1.3% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 170 Job openings

**Turnover: 16%** annually, based on employers responses.

GENERAL OFFICE CLERKS

	Experienced Required	Training Substitute for Experience		
Always	25%	29%		
Usually	21%	21%		
Sometimes	38%	42%		
Never	17%	8%		

### Required Training or Certification

Rather than performing a single specialized task, the duties of a general office clerk change with the needs of their employer. Duties also vary by level of experience. The average of training required was 12 months.

### Recognized Related Work Experience

Acceptable work experience by employers were either in a medical/dental environment or Receptionist and Customer Service. Employers who require previous experience seek an average of 9 months.

## Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
79%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of administrative and clerical procedures and filing & record management systems; possession of up-to-date skills in the use of word processing systems; ability to use of photocopiers, fax machines and other electronic equipments.

### Licensing / Certifications

None.

# Training Sources

General clerical skills can be learned in high school, adult education, Regional Occupation Programs (ROP), community colleges or business schools. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC	70	Description
8331	5	Job Training & Related Services
8062	6	General Medical & Surgical Hospital
8211	11	Elementary & Secondary Schools
9030	15	Local Government

### Recruitment Methods

Others

Most employers recruit unsolicited applicants.

15 Employers Surveyed

528 Jobs Represented

31% Female

69% Male

# Description

Graders and Sorters, Agricultural Products grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition. Please do not include Inspectors and Graders of processed agricultural products.

### Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>33</b> %	0%	<b>67</b> %
Dental	0%	0%	33%
Vision	0%	0%	0%
Life	0%	0%	0%
Sick Leave	33%	0%	0%
Vacation	<b>67</b> %	0%	0%
Retirement	0%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

### **Promotional Opportunities**

60% Promote

40% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Floor Person, Machine Operator, Quality Control, and Fork Lift Driver.

### **Computer Software Sought**

No computer skills were reported.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$6.00	\$5.88
New, Experienced Union	\$5.75 to \$6.50	\$6.25
3 Years with Firm Union	\$6.50 to \$8.25	\$7.25

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	3	0	0	97
Average Hours per week	40	0	0	44

### Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Difficult Inexperienced: Not Difficult

# Employment Trends

### **EDD Projections**

**2000** Size: Large - Approximately 530 employees **2000** Growth Rate: 1.4% - Slower than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 0**% annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	47%	0%	53%	4	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	3	Agricultural Industry
If Required or Preferred will Training Substitute For Experience?	100%		0%	1	

Technical / Vocational Training Required 0% 0% 100%	0	
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### Education

Minimum level of education required by employers when hiring an applicant:

73%	Less than High School
27%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** possession of good eye-hand coordination, oral communication skills, and manual dexterity and work rapidly; ability to determine the quality of agricultural products, differentiate between color, size, texture, etc., lift at least 50 lbs., and perform routine, repetitive work.

**Important:** ability to stand for prolonged periods of time, read and follow instructions, work at or near moving conveyor belts, and work independently or with close supervision.

# Training Sources

Trainees usually develop the necessary skills on the job.

### Where the Jobs Are

SIC % Description

2034 85 Dehydrated Fruits, Vegetables Soup

2041 5 Flour and Other Grain Mill Products

10 Others

## Recruitment Methods

	93%	Employee Referrals
I	93%	Wal-In Applicants
ĺ	100%	Word of Mouth

# Description

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Excludes Nursing Aides and Homemakers.

### **Alternate Job Titles**

Develop Disable Nursing Assistant, and Caregiver.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$6.25	\$6.00
New, Experienced Union	\$5.75 to \$7.50	\$7.25
3 Years with Firm Union	\$7.00 to \$10.00	\$9.00

### **Benefits**

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>33</b> %	0%
Dental	<b>33</b> %	0%
Vision	17%	0%
Life	33%	0%
Sick Leave	66%	0%
Vacation	<b>83</b> %	0%
Retirement	17%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	77	23	0	0
Average Hours per week	40	23	0	0

# **Promotional Opportunities**

17% Promote

83% Don't Promote

Promotional opportunities is very limited in this occupation. However, advancement to supervisory, administrative, clinical specialty, and other positions in nursing is limited to those who obtain further education, training and experience.

Computer Software Sought

No computer skills were reported.

# No data available.

**Supply and Demand** 

Shifts

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult** Inexperienced: A Little Difficult

# **EDD Projections**

1998 Size: Medium- Approximately 60 employees

**Employment Trends** 

**1998** Growth Rate: 10.7% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job openings

**Turnover: 27%** annually, based on employers responses.



	Experienced Required	Training Substitute for Experience
Always	0%	67%
Usually	0%	33%
Sometimes	33%	0%
Never	67%	0%

# Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were either Caregiver or Housekeeper. Employers who require previous experience seek an average of 4 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of transferring techniques; possession of oral communication skills; ability to care for elderly persons, prepare meals, write legibly, read/follow instructions.

**Important:** knowledge of basic math; possession of public skills; ability to take vital signs, handle a crisis situations, deal effectively with difficult individuals, and make decisions .

**Other:** knowledge of CPR; possess a reliable vehicle; ability to exercise patience and work independently.

### Licensing / Certifications

Home Health Aide Certificate.

### **Training Sources**

Attainment of this certificate is accomplished by completing 120 hours of specialized training. This training is available from community colleges and adult schools. Generally, completion of high school is not necessary in order to obtain work as Home Health Aide. Other requirements on the job include possession of a valid California driver's license and satisfactory report of a pre-employment physical. The certification is voluntary. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

8062

SIC	%	Description
8322	8	Individual & Family Services
8059	17	Nursing & Personal Care, Nec
8361	17	Residential Care

General Medical & Surgical Hospitals

### Recruitment Methods

Almost all employers recruit through newspaper ads. Most recruit by employees' referrals.

Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

### **Alternate Job Titles**

No alternate job titles were reported.

Benef	fits		
	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	ET

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	25%
Dental	0%	0%	17%
Vision	0%	0%	8%
Life	0%	0%	17%
Sick Leave	17%	0%	0%
Vacation	25%	0%	0%
Retirement	0%	0%	0%
Child Care	0%	0%	0%
Other	17%	0%	0%

Other: 401K Plan.

**Promotional Opportunities** 

13% Promote

87% Don't Promote

Promotional opportunity may lead to a position such as Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$6.50	\$5.75
New, Experienced Union	\$5.75 to \$6.50	\$5.75
3 Years with Firm Union	\$6.00 to \$8.00	\$6.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	78	8	0	14
Average Hours per week	39	20	0	40

Shifts

87% of the employers had day-shift; 80% had swing-shift; 27% had graveyard- shift, and 7% had Other-shift (Morning and afternoon).

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Difficult

# **Computer Software Sought**

All employers prefer applicants who are skilled in word processing applications, Windows system, and Network Reservation System.

# **Employment Trends**

### **EDD Projections**

1999 Size: Medium - Approximately 70 employees

1999 Growth Rate: 0% - Remain stable 1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 9%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	7%	13%	80%	13	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	8	
If Required or Preferred will Training Substitute For Experience?	33%		67%	12	

Technical / Vocational Training Required	0%	0%	100%	Front Desk Clerk, Public Relations Clerk, and Customer Service
				dono ciorn, una cuotomer ber vice

### Education

Minimum level of education required by employers when hiring an applicant:

20%	Less than High School
80%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of intermediate business math and cash register knowledge; possession of customer service skills; ability to schedule/coordinate hotel, resort, cruise or expedition reservations, provide customer service, receive payments & make changes, and follow/give instructions.

**Important:** knowledge of safety procedures; ability to prioritize tasks and resolve conflicts.

**Other:** knowledge of record keeping and possession of oral & written communication skills.

### Where the Jobs Are

SIC % Description

7011 100 Hotels and Motels

# Training Sources

Trainees usually develop the necessary skills on the job.

### Recruitment Methods

100%	Walk-In Applicants
87%	Newspaper Ads
60%	Employee Referrals

HOUSEKEEPING SUPERVISORS

# Description

Housekeeping Supervisors supervise work activities of cleaning personnel to insure clean, orderly and attractive rooms in commercial establishments such as hotels, hospitals, and educational institutions. They assign duties, inspect work, investigate complaints regarding housekeeping service and equipment and take corrective action. They may purchase housekeeping supplies and equipment, and take periodic inventories. They may screen applicants, train new employees and recommend dismissals.

### **Alternate Job Titles**

Lead Supervisor and Lead Housekeeper.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$7.50	\$6.38
New, Experienced Union	\$6.00 to \$8.50	\$6.50
3 Years with Firm Union	\$6.50 to \$9.00	\$7.83

Benef	ìts		
	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	33%
Dental	0%	0%	13%
Vision	0%	0%	0%
Life	<b>7</b> %	7%	<b>7</b> %
Sick Leave	27%	0%	0%
Vacation	47%	0%	0%
Retirement	<b>7</b> %	0%	<b>7</b> %
Child Care	0%	0%	0%
Other	7%	0%	0%

	Hours				
		Full Time	Part Time	Temp or On Call	Seasonal
% of all E	Employees	84	11	0	5
Average l per week		39	30	0	20

Other: 401 K Plan.

**Promotional Opportunities** 

17% Promote

83% Don't Promote

Promotional opportunities may lead to positions such as Manager and into Clerical field.

Shifts

Mages

100% of the employers had day-shift; 6% had swing-shift; 0% had graveyard- shift, and 6% had Other-shift (24 hrs. availability).

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Moderately Difficult

# **Computer Software Sought**

All employers prefer applicants who skilled in word processing applications and Network Reservation System (in hostelry industry).

# **Employment Trends**

### **EDD Projections**

1999 Size: Small - Approximately 30 employees 1999 Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 0%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	44%	22%	33%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	75%		25%	9	
If Required or Preferred will Training Substitute For Experience?	33%		67%	8	

Technical / Vocational Training Required 0% 0% 100% N/A Supervisor and Housekee
---

### Education

Minimum level of education required by employers when hiring an applicant:

17%	Less than High School
83%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of manage personnel, inventory control procedures and health/sanitation standards; ability to keep records & maintain files, maintain janitorial cleaning equipment, investigate customer complaints, purchase cleaning supplies and train staff.

**Important:** knowledge of interpersonal communication techniques; possession of customer service skills; ability to sort and classify laundry articles.

**Other:** ability to speak second language fluently, follow/give instructions, prepare reports, provide customer service, and screen janitorial/housekeeping applicants.

# Training Sources

Training can be obtained through private business, technical school, and adult school with vocational program. On-job-training is another element for this occupation. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC	/0	Description
7011	39	Hotels and Motels
8062	32	General Medical & Surgical Hospital
8051	7	Skilled Nursing Care Facilities
8331	7	Job Training and Related Services

### Recruitment Methods

78%	Walk-In Applicants
72%	Newspaper Ads
44%	In-House Promotion or Transfer/Employee Referral

HUMAN SERVICE WORKERS

Magag

Description

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

### **Alternate Job Titles**

Social Services Workers and Qualified Mental & Retardation Professional.

vvages		
	Range	Median
New, No Experience Union	\$5.00 to \$8.00	\$6.50
New, Experienced Union	\$5.00 to \$10.00	\$7.50
3 Years with Firm Union	\$6.50 to \$12.00	\$10.00

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	91%	0%
Dental	<b>45</b> %	0%
Vision	<b>45</b> %	0%
Life	27%	0%
Sick Leave	<b>45</b> %	0%
Vacation	<b>73</b> %	0%
Retirement	<b>45</b> %	0%
Child Care	0%	0%
Other	N/A	N/A

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	79	21	0	0
Average Hours per week	40	15	0	0

**Promotional Opportunities** 

73% Promote

27% Don't Promote

Promotional opportunities may lead to positions such as Social Service Assistant, Coordinator, Caseworker, Lead Person, House Manager, and Supervisor.

Shifts

No data available.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult** Inexperienced: A Little Difficult

**Employment Trends** 

### Computer Software Sought

Many employers prefer applicants who are skilled in word processing applications.

### **EDD Projections**

1997 Size: Medium - Approximately 70 employees 1997 Growth Rate: 5.2% - Faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 8**% annually, based on employers responses.

	· · · · · · · · · · · · · · · · · · ·				
	Experienced Required	Training Substitute for Experience			
Always	0%	27%			
Usually	27%	18%			
Sometimes	27%	45%			
Never	45%	9%			

## Required Training or Certification

Among the training required were First Aid, CPR, and Certified Assistant Nurse. The average length of training required was 20 months.

### Recognized Related Work Experience

Acceptable work experience by employers were Business Manager, Certified Assistant Nurse, and in Clerical position. Employers who require previous experience seek an average of 12 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
37%	HS or Equivalent
9%	Associate Degree (2 years)
9%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

Essential: knowledge of rules/regulations, counseling techniques, geriatrics, community services, variety of cultures, protective services for children and adults, substance abuse, domestic violence services, social issues such as AIDS and gang activity, problem solving techniques, and interviewing techniques; possession of listening skills.

**Important:** possession of Spanish language fluency and oral communication skills; ability to write effectively, handle crisis situation, work independently, and work as a part of a team.

**Other:** knowledge of computers, menu planning; possession of attention to detail.

### Licensing / Certifications

None.

### **Training Sources**

Certificate and associate degree programs are offered at community and junior colleges, vocational-technical institutes, and other postsecondary institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

## Where the Jobs Are

SIC	%	Description
9030	37	Local Government
8322	25	Individual & Family Service

8093 12 Specialty Outpatient Clinics

26 Others

### **Recruitment Methods**

Most employers recruit applicants through newspaper ads.

Wages

Union

Union

Union

Hours

Unionization is negligible in this occupation.

**Full** 

Time

99

40

New, No Experience

New, Experienced

3 Years with Firm

Median

\$9.00

\$10.55

\$14.00

Seasonal

1

40

**Range** \$9.00 to \$9.00

\$7.25 to \$14.38

\$8.25 to \$19.18

**Part** 

Time

0

0

Temp or

On Call

0

0

# Description

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

### Alternate Job Titles

Foreman, Supervisor, and Load Dispatcher.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	44%	0%	44%
Dental	<b>34</b> %	<b>6</b> %	<b>39</b> %
Vision	28%	0%	28%
Life	28%	0%	22%
Sick Leave	<b>78</b> %	0%	<b>6</b> %
Vacation	<b>83</b> %	0%	6%
Retirement	<b>28</b> %	0%	17%
Child Care	0%	0%	0%
Other	<b>6</b> %	0%	39%

Other: 401 K Plan and Profit Sharing.

**Promotional Opportunities** 

32% Promote

68% Don't Promote

Promotional opportunities may lead to positions such as Manager, VP Manufacturing, and Supervisor.

# iift; 5% had gra

Shifts

% of all Employees

**Average Hours** 

per week

100% of the employers had day-shift; 16% had swing-shift; 5% had graveyard- shift, and 0% had Other-shift.

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

# Computer Software Sought

All employers prefer applicants who are skilled in word processing and spreadsheet applications. Most employers prefer applicants who are skilled in database applications.

# Employment Trends

### **EDD Projections**

**1999** Size: Medium - Approximately 80 employees **1999** Growth Rate: 10.7% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job openings

**Turnover: 7**% annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	95%	5%	0%	31	
If Required or Preferred, Is Experience in other Occupations Accepted?	16%		84%	14	Extrusion Exposure and Managerial
If Required or Preferred will Training Substitute For Experience?	5%		95%	12	

Technical / Vocational Training Required	11%	0%	89%	42	Welder, Machine Mechanic, and
					Supervisor

### Education

Minimum level of education required by employers when hiring an applicant:

58%	Less than High School
37%	HS or Equivalent
5%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

## Desired Qualifications Based on Employers Responses

**Essential:** knowledge of cost analysis theory, manufacturing process theory, insurance systems, financial management principles & theories, and budgeting principles; ability to maintain a safe environment, analyze data/budgets, prepare and maintain production reports and personnel records, and meet deadlines.

**Important:** knowledge of production materials & processes, inventory & supplies, and manufacturing methods & techniques; ability to analyze production, quality control, maintenance, and other operational report to detect production problems.

**Other:** knowledge of cultural diversity; ability to use computer, interpret medical evaluations of employees in hazardous job, and negotiate labor contracts.

### Training Sources

Because of the diversity of manufacturing operations and job requirements, there is no standard preparation for this occupation. Training can be obtained through 2-year technical or community college, and 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

# Where the Jobs Are % Description

SIC

2084	20	Wines, Brandy, and Brandy Spirits	
3221	14	Glass Containers	
3585	12	Refrigeration and Heating Equipment	
3949	9	Sporting and Athletic Goods, NEC	
2421	8	Sawmills and Planing Mills, General	
	37	Others	

### Recruitment Methods

86%	Walking-In Applicants
64%	Inhouse Promotion or Transfer
57%	Newspaper Ads

# **OES 979470**

24 Employers Surveyed

180 Jobs Represented

6% Female

94% Male

# Description

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

### Alternate Job Titles

Forklift Driver, Shipping Clerk, Forklift Driver, and Forklift Operator.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$13.00	\$8.00
New, Experienced Union	\$5.75 to \$14.50	\$8.75
3 Years with Firm Union	\$6.25 to \$16.00	\$11.00

### Benefits

### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	88%	0%
Dental	<b>50</b> %	0%
Vision	<b>25</b> %	0%
Life	38%	0%
Sick Leave	<b>67</b> %	0%
Vacation	<b>79</b> %	0%
Retirement	<b>46</b> %	0%
Child Care	4%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	97	3	0	0
Average Hours per week	40	44	0	0

# Promotional Opportunities

75% Promote

25% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Manager.

# Shifts

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

# Employment Trends

### **Computer Software Sought**

A few employers prefer applicants who are skilled in word processing, spreadsheet, and database applications.

### **EDD Projections**

**1998** Size: Very Large - Approximately 210 employees **1998** Growth Rate: 4.0% - Faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 80 Job openings

**Turnover: 23**% annually, based on employers responses.

1998

	Experienced Required	Training Substitute for Experience	
Always	17%	54%	
Usually	33%	8%	
Sometimes	17%	33%	
Never	33%	4%	

### Required Training or Certification

The only requirement was Class A driver's license.

### Recognized Related Work Experience

Acceptable work experience by employers were either as a Fork Lift Driver, Truck Driver, or Shipping and Receiving Clerk. Employers who require previous experience seek an average of 6 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## Desired Qualifications Based on Employers Responses

Essential: knowledge of safe equipment operating practices, record keeping, and inventory techniques; possession of good memory; ability to weigh and/or measure stock materials, and lift at least 50lbs. **Important:** possession of a good spatial aptitude; ability to work independently, write legibly, and interact well with others.

Other: possession of computer familiarity; ability to work outdoor in all weather conditions, handle stress, and read/follow instructions.

### Licensing / Certifications

None.

# **Training Sources**

Apprenticeship programs for construction equipment operator consist of at least 3 years, 6,000 hours of on-the-job training and 144 hours a year of related classroom instructions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC	%	Description
3585	11	Refrigeration & Heating Equip.
3221	13	Glass Containers
3296	16	Mineral Wool
2084	31	Wines, Brandy and Brandy Spirits

Wines, Brandy and Brandy Spirits 31

29 Others

### **Recruitment Methods**

Most employers recruit unsolicited applicants and through employees' referrals.

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with instruction of mentally or physically handicapped pupils.

### **Alternate Job Titles**

Instructional Assistants, Job Coaches, Instructional Aide I/Inst Aide II, and Teacher's Aide.

Wages		
	Range	Median
New, No Experience	\$5.75 to \$8.50	\$6.62
Union	\$7.00 to \$8.50	\$8.14
New, Experienced	\$5.75 to \$9.25	\$7.06
Union	\$8.00 to \$8.25	\$8.17
3 Years with Firm	\$6.25 to \$9.50	\$8.03
Union	\$9.00 to \$9.25	\$9.09

### **Benefits**

### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	<b>56</b> %	<b>25</b> %
Dental	44%	19%
Vision	<b>38</b> %	19%
Life	13%	0%
Sick Leave	69%	44%
Vacation	69%	44%
Retirement	31%	<b>6</b> %
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	29	69	1	1
Average Hours per week	29	20	10	35

## **Promotional Opportunities**

38% Promote

62% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, and with further education a Teacher position. Opportunities depend upon job opening availability, which implies in certain firms, employees can test for positions and be placed on a waiting certification list for interview-

# No data available.

Shifts

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

# Computer Software Sought

A few employers prefer applicants who are skilled in word processing. Familiarity with computer software and applications is becoming increasingly important.

## **Employment Trends**

### **EDD Projections**

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 11%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	0%	69%
Usually	6%	13%
Sometimes	50%	13%
Never	44%	6%

### Required Training or Certification

Increasingly, employers prefer aides who have some college credits in Early Child Development.

### Recognized Related Work Experience

Acceptable work experience by employers were in any job opportunity working with children. Employers who require work experience seek an average of 5 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
87%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## Desired Qualifications Based on Employers Responses

**Essential:** knowledge of early childhood development, classroom management, record keeping, and teaching techniques; possession of bilingual language fluency (specially Spanish) and oral reading skills; ability to operate audiovisual equipment.

**Important:** knowledge of variety of cultures; possession of oral communication skills; ability to handle crisis situations, exercise patience, and read/follow instructions.

**Other:** knowledge of basic math and computers and electronic media; possession of clearance of criminal record check; ability to write legibly.

### Licensing / Certifications

None.

### Where the Jobs Are

SIC % Description

Not Available Data

# Training Sources

Trainees usually develop the necessary skills on the job.

### Recruitment Methods

Almost all employers recruit through newspaper ads. Most hire unsolicited applicants.

# DES 670050

22 Employers Surveyed

151 Jobs Represented

9% Female

**91% Male** 

# Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

### **Alternate Job Titles**

Maintenance, Custodian, Handyperson, and Public Atten-

Benef	fits			New, Ex
	Employer Pays All	Employee Pays All	Shared Cost	3 Years v

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>33</b> %	0%	<b>27</b> %
Dental	<b>20</b> %	<b>7</b> %	20%
Vision	20%	0%	7%
Life	13%	<b>7</b> %	7%
Sick Leave	<b>53</b> %	0%	0%
Vacation	<b>67</b> %	0%	0%
Retirement	13%	0%	13%
Child Care	0%	0%	0%
Other	13%	0%	0%

Other: 401 K Plan and Free Meals.

**Promotional Opportunities** 

36% Promote

64% Don't Promote

Promotional opportunities may lead to positions such as Lead Person or Head Person.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$8.83	\$6.00
New, Experienced Union	\$5.75 to \$8.83	\$6.25
3 Years with Firm Union	\$6.25 to \$10.50	\$7.50

Unionizations is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	67	10	18	5
Average Hours per week	40	23	12	36

Shifts

82% of the employers had day-shift; 36% had swing-shift; 14% had graveyard- shift, and 9% had Other-shift (Part days and part swings and evenings after clinic closure).

## Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Difficult

# Computer Software Sought

All employers prefer applicants who are skilled in Work Orders and Supplies software.

# **Employment Trends**

### **EDD Projections**

1999 Size: Very Large - Approximately 360 employees

1999 Growth Rate: 1.3% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 80 Job openings

**Turnover:** 5% annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	14%	14%	73%	10	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	11	
If Required or Preferred will Training Substitute For Experience?	33%		67%	6	

Technical / Vocational Training Required	0%	0%	100%	N/A	Maintenance Worker and House- keeper
					Rechei

### Education

Minimum level of education required by employers when hiring an applicant:

45%	Less than High School
55%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge maintaining janitorial cleaning equipment, manage inventories & supplies, and purchase housekeeping & cleaning supplies; ability to operate cleaning equipment, remove stains from different materials, and use of cleaning materials for routine building maintenance.

**Important:** knowledge of cleaning agents and health/sanitation standards; ability to follow/give instructions and keep records & maintain files

**Other:** knowledge of basic carpentry techniques; possession of valid driver's license; ability to combination weld, preparation of reports, customer service techniques, and interpersonal communication techniques.

# Training Sources

Training can be obtained through private business and technical school, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC	%	Description
8211	40	<b>Elementary and Secondary Schools</b>
7349	12	<b>Building Maintenance Services</b>
2034	9	Dehydrated Fruits, Vegetables, Soup

39 Others

### Recruitment Methods

86%	Walk-In Applicants
86%	Newspaper Ads
45%	Word of Mouth, Window Ad, and PIC

# **OES 790410**

22 Employers Surveyed

360 Jobs Represented

18% Female 82% Male

Description

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

### Alternate Job Titles

General Labor, Custodian, Maintenance Worker I/II, Custodian I/Groundskeeper, Grounds man, Gardener, and Maintenance.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$13.75	\$6.13
New, Experienced Union	\$5.75 to \$15.25	\$7.25
3 Years with Firm Union	\$6.25 to \$16.00	\$9.15

Benefits

### **Based on % of Responding Employers**

	Full Time	Part Time
	Tun Time	
Medical	<b>55</b> %	18%
Dental	<b>32</b> %	9%
Vision	<b>23</b> %	<b>5</b> %
Life	9%	0%
Sick Leave	<b>36</b> %	14%
Vacation	<b>59</b> %	14%
Retirement	18%	<b>5</b> %
Child Care	0%	0%
Other	N/A	N/A

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	57	22	21	1	
Average Hours per week	40	26	38	35	

### **Promotional Opportunities**

41% Promote

59% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Manager, Supervisor, Maintenance Worker, and Custodian.

Shifts

No data available.

### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult



### **Employment Trends**

# Computer Software Sought

No computer skills were reported.

### **EDD Projections**

**1998** Size: Very Large - Approximately 360 employees **1998** Growth Rate: 0.6% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 22**% annually, based on employers responses.

1998

	Experienced Required	Training Substitute for Experience			
Always	5%	55%			
Usually	14%	18%			
Sometimes	36%	27%			
Never	45%	0%			

# Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were either as a grounds-keeper, Maintenance, or Gardener. Employers who require previous experience seek an average of 12 months.

### Education

Minimum level of education required by employers when hiring an applicant:

9%	Less than High School		
91%	HS or Equivalent		
0%	Associate Degree (2 years)		
0%	Bachelor's Degree (4 years)		
0%	Graduate Study		

## Desired Qualifications Based on Employers Responses

**Essential:** knowledge of gardening tools, pesticides and herbicides, plumbing repair, and sprinkler repair and installation; possession of lawn & gardening skills and pruning skills.

**Important:** possession of public contact skills and willingness to work with close supervision; ability to use hand & power tools or equipments, and lift at least 75lbs. repeatedly.

Other: possession of a reliable vehicle; ability tom work independently.

### Licensing / Certifications

None.

### Where the Jobs Are

SIC % Description

8331 5 Job Training & Related Services

7011 8 Hotels & Motels

782 37 Lawn & Garden Services

5193 63 Flowers & Florists, Supplies

### Training Sources

Trainees usually develop the necessary skills on the job.

### Recruitment Methods

Most all employers recruit through newspaper ads, employees' referrals, and hire unsolicited applicants.

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

### Alternate Job Titles

**Benefits** 

Inpatient Nurse Liasion.

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	25%	0%	<b>56</b> %
Dental	25%	0%	44%
Vision	31%	0%	31%
Life	31%	<b>6</b> %	19%
Sick Leave	<b>50</b> %	0%	25%
Vacation	69%	0%	25%
Retirement	25%	0%	19%
Child Care	0%	0%	13%
Other	0%	0%	0%

### **Promotional Opportunities**

63% Promote

38% Don't Promote

Promotional opportunities may lead to positions such as Registered Nurse (with further education), Supervisor, Staff Coordinator, and Lead LVN.

### **Computer Software Sought**

Some employers prefer applicants who are skilled in word processing, database, and specific medical applications. Few employers prefer applicants who are skilled in spreadsheet applications.

Wages		
	Range	Median
New, No Experience Union	\$10.00 to \$14.00	\$12.47
New, Experienced Union	\$11.00 to \$15.17	\$13.21
3 Years with Firm Union	\$14.00 to \$18.50	\$15.88

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	91	7	2	0
Average Hours per week	40	21	10	0

### Shifts

100% of the employers had day-shift; 56% had swing-shift; 50% had graveyard- shift, and 6% had Other-shift (Evenings).

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

# Employment Trends

**EDD Projections 2000** Size: Large - Approximately 140 employees

2000 Growth Rate: 20.4% - Much faster than the average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 120 Job openings

**Turnover: 14**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	56%	31%	13%	13	
If Required or Preferred, Is Experience in other Occupations Accepted?	36%		64%	14	CNA
If Required or Preferred will Training Substitute For Experience?	64%		36%	9	

Technical / Vocational Training Required   100%   0%   12   License, LVN, and Vocational
--

### Education

Minimum level of education required by employers when hiring an applicant:

19%	Less than High School
50%	HS or Equivalent
31%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

LVN's license is administered by the Board of Vocational Nurses and Psychiatric Technician Examiners. To qualify for a license an applicant must be at least 17 years old, have graduated from a state-approved school of vocational nursing, 36 months of paid experience, and pass the licensing examination.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of laboratory procedures, asepsis, and health/sanitation standards; possession State Certification and IV Certification; ability to administer medications, take vital signs, detect complications in patients, administer injections, and provide personal services to patients.

**Important:** knowledge of transferring techniques in moving patients, inhalation therapy, medical terminology, CPR techniques and record keeping; possession of blood drawing and public contact skills; ability to handle crisis situation.

**Other:** knowledge of problem solving, computer, and basic math calculations; possession of bilingual language fluency; ability to work independently.

# **Training Sources**

Trade, technical, vocational schools, community and junior colleges provide nursing program. Most nursing programs last about 1 year and include classroom study and supervised clinical practice. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC	%	Description
8062	53	General Medical & Hosp.
8059	28	Nursing & Personal Care
8011	10	Offices & Clinics of Med. D

9 Others

### Recruitment Methods

	69%	Employee Referrals
ſ	69%	Newspaper Ads
Ī	50%	Word of Mouth

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

### Alternate Job Titles

No alternate job titles were reported.

Benefits					
	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	0%	13%	<b>87</b> %		

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	13%	<b>87</b> %
Dental	0%	13%	60%
Vision	0%	13%	40%
Life	0%	<b>7</b> %	13%
Sick Leave	20%	13%	7%
Vacation	<b>67</b> %	13%	7%
Retirement	0%	<b>7</b> %	7%
Child Care	0%	0%	0%
Other	0%	0%	0%

### **Promotional Opportunities**

67% Promote

33% Don't Promote

Promotional opportunities may lead to positions such as Manager and Broker.

Wages		
	Range	Median
New, No Experience Union	\$8.50 to \$10.50	\$9.50
New, Experienced Union	\$10.00 to \$16.78	\$14.00
3 Years with Firm Union	\$13.00 to \$19.66	\$17.70

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	90	10	0	0
Average Hours per week	41	23	0	0

### Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 7% had Other-shift (Night).

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Very Difficult

## **Computer Software Sought**

Almost all employers prefer applicants who are skilled in word processing. Many prefer applicants who are skilled in spreadsheet applications. Some employers prefer applicants who are skilled in specific banking software.

# **Employment Trends**

### **EDD Projections**

2000 Size: Small - Approximately 30 employees **2000** Growth Rate: 0% - Remain Stable

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 0 Job Opening

**Turnover: 7**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	67%	20%	13%	21	
If Required or Preferred, Is Experience in other Occupations Accepted?	69%		31%	13	Banking and Sales
If Required or Preferred will Training Substitute For Experience?	46%		54%	16	

Technical / Vocational Training Required	27%	0%	73%	9	Real State License and Vocational
					Training

#### Education

Minimum level of education required by employers when hiring an applicant:

7%	Less than High School
80%	HS or Equivalent
13%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of conventional loans, government loans, and regulations affecting financial institutions; possession of negotiation, sales, business math, and customer service skills, ability to confer with underwriters to resolve problems, ensure agreements are complete and accurate, make decisions regarding extension of credits, to prepare, analyze and & verify loan applications, and ability to interview others for information.

**Important:** ability to compute payment schedules, handle credit and collectors, maintain financial records, and ability to work independently.

**Other:** computer, oral skills, and ability to read & comprehend information quickly.

# Training Sources

Training can be obtained in vocational schools and postsecondary institutions, and colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	70	Description
6021	43	National Commercial Banks
6022	29	State Commercial Banks
6141	21	Personal Credit Institutions
6162	7	Mortgage Bankers and Correspondents

#### Recruitment Methods

Others

51

80%	Walk-In Applicants
67%	Employee Referrals
60%	Newspaper Ads



# OES 031262999

16 Employers Surveyed

22 Jobs Represented

14% Female

86% Male

# Description

Local Area Network managers direct a firm's computer network and its related computing environment, including computer hardware, systems software and all configurations. They make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They often manage a team consisting of an analyst and technicians; however, some managers of smaller companies may work independently. They monitor data communications networks to ensure that networks are available to all system users and they resolve data communications problems. They may train staff to use equipment and they coordinate installation or install communications. Managers who work for manufactures occasionally go to customer's sites to set up, adjust, and/or connect new products. They also repair and replace system components.

#### Alternate Job Titles

Director Data Processing, Manager Client Services, Network Administrator, Information System Analyst, and Manager Information System.

Wages			
	Range	Median	
New, No Experience Union	\$10.50 to \$15.25	\$15.34	
New, Experienced Union	\$12.00 to \$44.00	\$17.77	
3 Years with Firm Union	\$14.50 to \$49.75	\$22.54	

#### Benefits

#### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	94%	<b>7</b> %
Dental	<b>69</b> %	7%
Vision	88%	0%
Life	<b>69</b> %	0%
Sick Leave	<b>57</b> %	<b>7</b> %
Vacation	88%	0%
Retirement	94%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	96	4	0	0
Average Hours per week	40	20	0	0

#### **Promotional Opportunities**

7% Promote

93% Don't Promote

Promotional opportunities can be achieved upon Bachelor's Degree in computer science, information systems or related major, or Bachelor's Degree in any field plus 1-3 years experience working with network, microcomputers and related operating systems.

No data available.

#### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult

Shifts



#### **Employment Trends**

#### **EDD Projections**

1997 Size: N/A

1997 Growth Rate: Due do the fact that LAN is an emerging occupation, no available data for growth was provided. However, during the past several years, there has been a trend in businesses to downsize from centralized mainframe systems to distributed networks which integ

**1997** Madera County Growth: 4.2% 7 Years Projection (1995-2002): N/A

**Turnover: 33**% annually, based on employers responses.



#### Computer Software Sought

All employers prefer continuous study is necessary to keep skills up to date. and who are skilled in word processing applications. In addition, almost all employers prefer applicants with spreadsheet and database applications knowledge. Among other computers skills was DOS, Novell Systems, Windows, and Network Systems.

	Experienced Required	Training Substitute for Experience
Always	87%	0%
Usually	13%	6%
Sometimes	0%	31%
Never	0%	63%

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
19%	HS or Equivalent
19%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

Certification is available through different vendor programs. The length of each program varies according with the classes available.

#### Required Training or Certification

Among the training required were Novell Certificate, CNE, MSCE, Network Certification, and Information System Degree. The average length of training required was 26 months. Larger companies require more length of experience due to the growth of software

#### Recognized Related Work Experience

Acceptable work experience by em ployers were in Computer Systems, Network Administrator, Programmer, Computer Technician, CNE, or in computer management position. Employers who require previous experience seek an average of 23 months.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of various network operating systems, communication protocols, network trends, troubleshooting techniques, problem solving techniques, Internet, Ethernet, ATM, and LAN/WAN systems; ability to install and configure a fileserver, install and configure off-the-shelf software, and design multiserver networks.

**Important:** knowledge of cost analysis; ability to handle multiple priorities, communicate technical information to non-technical staff, evaluate customer's needs, work under pressure, and meet deadlines. **Other:** possession of supervisory skills; ability work independently, write effectively, operate video cameras, and conduct training programs.

#### Where the Jobs Are

SIC % Description

No Available Data.

# Training Sources

Continuous training through vendors or at local college, professional seminars, and workshops. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Recruitment Methods

All employers recruit applicants through newspaper ads.

# **DES 931050**

9 Employers Surveyed

173 Jobs Represented

7% Female

**93% Male** 

Description

Machine Builders and Other Precision Machine Assemblers construct, assemble, or rebuild machines or equipment, such as engines, turbines, oil field, rolling mill, textile, woodworking, paper, printing, food wrapping machinery, or offices machines. They fit or assemble components or subassemblies; install moving parts; and assemble system of gears by aligning and meshing gears in gearbox. They may test or assist in testing operation of completed product.

#### Alternate Job Titles

No alternate job titles were reported.

**Benefits** 

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	44%	0%	<b>56</b> %
Dental	0%	22%	44%
Vision	0%	22%	11%
Life	11%	0%	44%
Sick Leave	22%	0%	22%

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	44%	0%	<b>56</b> %
Dental	0%	<b>22</b> %	44%
Vision	0%	22%	11%
Life	11%	0%	44%
Sick Leave	22%	0%	22%
Vacation	<b>78</b> %	0%	22%
Retirement	0%	<b>6</b> %	<b>56</b> %
Child Care	0%	0%	0%
Other	0%	0%	0%

#### **Promotional Opportunities**

78% Promote

22% Don't Promote

Promotional opportunities may lead to positions such as Leadperson, Foreman, Supervisor, and Customer Service Rep.

# **Computer Software Sought**

All employers prefer applicants who are skilled in word processing applications.

Wages						
	Range	Median				
New, No Experience Union	\$6.00 to \$7.80	\$6.60				
New, Experienced Union	\$6.50 to \$10.00	\$8.00				
3 Years with Firm Union	\$9.00 to \$13.75	\$11.50				

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	99	1	0	0
Average Hours per week	40	32	0	0

Shifts

100% of the employers had day-shift; 13% had swingshift; 0% had graveyard- shift, and 0% had Other-shift.

## Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Very Difficult** 

Inexperienced: Moderately Difficult

# **Employment Trends**

#### **EDD Projections**

2000 Size: Large - Approximately 180 employees 2000 Growth Rate: 21.4% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 70 Job openings

**Turnover: 8**% annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	44%	11%	44%	7	
If Required or Preferred, Is Experience in other Occupations Accepted?	40%		60%	6	Within Industry
If Required or Preferred will Training Substitute For Experience?	100%		0%	6	

Technical / Vocational Training Required 0% 0% 100%	0	
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#### Education

Minimum level of education required by employers when hiring an applicant:

67%	Less than High School
33%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** possession of mechanical skills; ability to analyze blueprints, technical drawings, maintain specialized manufacturing equipment, diagnose mechanical problems in industrial equipment, rebuild power machines, repair measuring/control devices, work independently, under pressure, and use hand/power tools.

**Important:** ability to assemble gear systems, small objects/parts, fit bearings, lift at least 100 lbs., inspect and test parts and accessories, work as a part of a team.

# Training Sources

Training can be obtained through 2-year technical or community college, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC % Description

3585 72 Refrigeration and Heating Equipment

3556 28 Food Products Machinery

#### Recruitment Methods

89%	Newspaper Ads
78%	Employee Referrals
78%	Walk-In Applicants



# OES 851190

15 Employers Surveyed

122 Jobs Represented

0% Female

100% Male

# Description

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Does not include Millwrights and Mobile Heavy Equipment Mechanics such as crane, grader, or conveyor mechanics.

Alternate	Job	<b>Titles</b>
	Alternate	Alternate Job

Mechanic.

Benefits								
	Employer Pays All							
	FT	FT	FT					
Medical	<b>33</b> %	0%	<b>47</b> %					
Dental	13%	0%	33%					
Vision	13%	0%	<b>7</b> %					
Life	<b>27</b> %	0%	33%					
Sick Leave	<b>47</b> %	0%	<b>7</b> %					
Vacation	<b>73</b> %	0%	<b>7</b> %					
Retirement	<b>33</b> %	0%	<b>7</b> %					
Child Care	0%	0%	0%					
Other	7%	0%	40%					

Other: 401 K Plan, Profit Sharing, and Holidays.

**Promotional Opportunities** 

60% Promote

40% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Journeyman, and to a higher level of Mechanic.

Wages		
	Range	Median
New, No Experience Union		
New, Experienced Union	\$7.00 to \$14.00	\$10.00
3 Years with Firm Union	\$9.00 to \$17.00	\$13.00

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Shifts

100% of the employers had day-shift; 27% had swing-shift; 13% had graveyard-shift, and 0% had Other-shift.

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Applicable

# Computer Software Sought

No computer skills were reported.

# Employment Trends

#### **EDD Projections**

**1999** Size: Large - Approximately 160 employees **1999** Growth Rate: 5.5% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 80 Job openings

**Turnover: 1**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	28	
If Required or Preferred, Is Experience in other Occupations Accepted?	13%		87%	24	Electrical and Mechanical Maintenance.
If Required or Preferred will Training Substitute For Experience?	20%		80%	17	

Technical / Vocational Training Required	7%	7%	87%	18	Electrical, Refrigeration, and Equipment Maintenance
					1 1

#### Education

Minimum level of education required by employers when hiring an applicant:

80%	Less than High School
20%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of used parts and determine changes in dimensional requirements using measuring instruments and good hearing skills to locate causes of trouble; ability to adjust functional parts of devices and control instruments, repair electrical equipment, and lubricate and clean parts.

**Important:** knowledge of materials for production & manufacturing; ability to adjust functional parts of devices and control instruments, repair electrical equipment, and lubricate and clean parts.

**Other:** knowledge of purchase orders for parts & machines and work in a timely manner; ability of report writing skills.

# Training Sources

Training can be obtained through 2-year technical or community college, and secondary school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC

Description

DIC	70	Description
2084	39	Wines, Brandy, and Brandy Spirits
8062	14	General Medical & Surgical Hospital
3221	14	Glass Containers
3589	12	Service Industry Machinery, NEC
	21	Others

#### Recruitment Methods

93%	Walk-In Applicants	
67%	Newspaper Ads	
53%	Employee Referrals	

# Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

#### Alternate Job Titles

Machine Operator.

# Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	41%	0%	41%
Dental	18%	0%	18%
Vision	<b>6</b> %	0%	12%
Life	18%	0%	18%
Sick Leave	53%	0%	0%
Vacation	<b>82</b> %	0%	0%
Retirement	<b>29</b> %	0%	<b>6</b> %
Child Care	<b>6</b> %	0%	0%
Other	12%	0%	24%

Other: 401 K Plan.

**Promotional Opportunities** 

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Machine Operator, Foreman, Welder, Journeyman, and Supervisor.

Computer Software Sought

No computer skills were reported.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$8.91	\$7.25
New, Experienced Union	\$6.25 to \$11.25	\$8.25
3 Years with Firm Union	\$7.25 to \$13.60	\$11.00

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	85	1	0	13
Average Hours per week	40	24	0	40

#### Shifts

100% of the employers had day-shift; 26% had swing-shift; 16% had graveyard-shift, and 0% had Other-shift.

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

# Employment Trends

#### **EDD Projections**

**1999** Size: Large - Approximately 160 employees **1999** Growth Rate: 14.3% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 60 Job openings

**Turnover: 9**% annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	58%	21%	21%	28	
If Required or Preferred, Is Experience in other Occupations Accepted?	27%		73%	12	Vocational School.
If Required or Preferred will Training Substitute For Experience?	27%		73%	7	

Technical / Vocational Training Required	0%	5%	95%	12	Welder, Fabricator, and Machine
					Operator

#### Education

Minimum level of education required by employers when hiring an applicant:

74%	Less than High School
26%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

Essential: knowledge characteristics of metals, safe work environment, setup specialized machines for metal manufacturing, inspect components during manufacturing, and coordinate production materials & processes; ability to apply technical information to manufacturing & industrial activities, assemble metal components, use hand/power tools, read technical drawings & specifications, read blueprints, operate lathes, and combination weld.

**Important:** knowledge of estimate materials for production & manufacturing; ability to apply metal shaping processes, drawing tool, and hand tap metal, wood or other material.

**Other:** knowledge of layout machining projects; ability to mix and apply protective coatings to products, move and lift heavy objects, and operate buff/polishing machine.

# Training Sources

Training can be obtained through 2-years technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

**Description** 

SIC

%

		-
3556	40	Food Products Machinery
3589	22	Service Industry Machinery, NEC
3599	13	Industrial Machinery, NEC
3585	8	Refrigeration and Heating Equipment
	17	Others

#### Recruitment Methods

95%	Walk-In Applicants	
79%	Newspaper Ads	
53%	Employee Referrals, Word of Mouth, and PIC	

# Description

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

### Alternate Job Titles

Janitor, Housekeepers, and Environmental Services.

Wages					
	Range	Median			
New, No Experience Union	\$5.75 to \$7.25	\$5.75			
New, Experienced Union	\$5.75 to \$7.75	\$6.30			
3 Years with Firm Union	\$6.25 to \$9.00	\$7.50			

### Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>47</b> %	<b>24</b> %
Dental	24%	12%
Vision	12%	<b>12</b> %
Life	18%	12%
Sick Leave	<b>29</b> %	<b>29</b> %
Vacation	<b>53</b> %	<b>29</b> %
Retirement	<b>24</b> %	<b>6</b> %
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	50	43	1	6
Average Hours per week	40	26	20	35

# Promotional Opportunities

41% Promote

59% Don't Promote

Promotional opportunities may lead to positions such as Manager, Head Housekeeper, and Front Desk Attendant.

Computer Software Sought

No computer skills were reported.

# Shifts

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Difficult Inexperienced: A Little Difficult

# Employment Trends

# **EDD Projections**

**1998** Size: Very Large - Approximately 230 employees **1998** Growth Rate: 9.8% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 130 Job openings

**Turnover: 32**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	0%	65%
Usually	6%	12%
Sometimes	<b>6</b> %	24%
Never	88%	0%

# Required Training or Certification

None.

#### Recognized Related Work Experience

Acceptable work experience by employers was a Housekeeper. Employers who require previous experience seek an average of 5 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

6%	Less than High School
94%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# Desired Qualifications Based on Employers Responses

**Essential:** knowledge of cleaning compounds and solutions; ability to operate commercial laundry machines, operate vacuum cleaners, and lift at least 50lbs. repeatedly.

**Important:** possession of willingness to work with close supervision; ability to read/follow instructions.

Other: ability to write legibly and work independently.

#### **Licensing / Certifications**

None.

#### Where the Jobs Are

SIC % Description

8059 7 Nursing & Personal Care, NEC

7011 31 Hotels & Motels

8062 50 General Medical & Surgical Hospital

12 Others

# Training Sources

Trainees usually develop the necessary skills on the job.

#### Recruitment Methods

Almost all employers recruit unsolicited applicants.

Description

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers.

#### **Alternate Job Titles**

No alternate job titles were reported.

**Benefits** 

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	14%	0%	86%
Dental	7%	<b>7</b> %	<b>79</b> %
Vision	7%	<b>7</b> %	<b>36</b> %
Life	7%	0%	43%
Sick Leave	64%	0%	21%

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	14%	0%	<b>86</b> %
Dental	<b>7</b> %	<b>7</b> %	<b>79</b> %
Vision	<b>7</b> %	7%	<b>36</b> %
Life	7%	0%	43%
Sick Leave	64%	0%	21%
Vacation	<b>79</b> %	0%	21%
Retirement	29%	0%	<b>57</b> %
Child Care	0%	0%	0%
Other	0%	0%	0%

#### **Promotional Opportunities**

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$14.86 to \$14.86	\$14.86
New, Experienced Union	\$17.35 to \$27.00	\$23.00
3 Years with Firm Union	\$20.55 to \$31.65	\$27.33

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	93	0	7	0
Average Hours per week	40	0	40	0

### Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Very Difficult** Inexperienced: Very Difficult

# **Computer Software Sought**

Almost all employers prefer applicants who are skilled in spreadsheet applications. Most prefer applicants who are skilled in word processing applications. Many employers prefer applicants who are skilled in specific software as Computer Aided Design.

# **Employment Trends EDD Projections**

2000 Size: Medium - Approximately 50 employees 2000 Growth Rate: 14.3% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job openings

**Turnover: 7**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	87%	13%	0%	36	
If Required or Preferred, Is Experience in other Occupations Accepted?	60%		40%	31	Maintenance, Mechanic, Designer, Drafter, and Engineer
If Required or Preferred will Training Substitute For Experience?	20%		80%	28	

Technical / Vocational Training Required	13%	7%	80%	28	Maintenance, Drafting, and Me- chanical Engineering
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#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
13%	HS or Equivalent
0%	Associate Degree (2 years)
87%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certifications**

Some jobs within this occupation may require licensing, depending on the specialty or whether or not their actions may affect the public.

#### Desired Qualifications Based on Employers Responses

Essential: knowledge of computer aided design (CAD), geometry, algebra or advanced statistics; possession of written, verbal communication, and speaking, and analytical skills; ability to read blueprints, research designs of mechanical systems, and customize design proposals. Important: possession of problem-solving, reading and comprehension skills, creativity, and attention to detail; ability to work under pressure, meet deadlines, work as a part of a team, and ability to lift at lest

Other: ability to work occasional periods of overtime; responsible and motivational.

# **Training Sources**

There is no universal way to prepare for a job for this occupation. Relevant work experience is very important. Since employers generally look for experience. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
3556	68	Food Products Machinery
2084	11	Wines, Brandy, and Brandy Spirits
2033	10	Canned Fruits and Vegetables
3589	6	Service Industry Machinery
	5	Others

#### Recruitment Methods

93%	Newspaper Ads	
60%	Employee Referrals	
27%	Colleges & Universities; Private Employment Agencies	

# **OES 329020**

5 Employers Surveyed

24 Jobs Represented

54% Female

46% Male

# Description

Medical and Clinical Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity.

#### Alternate Job Titles

Laboratory Technician.

Wages		
	Range	Median
New, No Experience Union	\$15.00 to \$16.75	\$15.27
New, Experienced Union	\$16.50 to \$19.00	\$17.00
3 Years with Firm Union	\$18.00 to \$20.00	\$18.50

#### Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	100%	67%
Dental	100%	67%
Vision	<b>67</b> %	<b>33</b> %
Life	33%	33%
Sick Leave	100%	<b>67</b> %
Vacation	100%	67%
Retirement	<b>67</b> %	67%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	54	25	21	0
Average Hours per week	40	20	10	0

# Promotional Opportunities

0% Promote

100% Don't Promote

Shifts

No data available.

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

# Employment Trends

# Computer Software Sought 1997

Most employers prefer applicants who are skilled in database applications and specific software such as Antrin.

# **EDD Projections**

**1997** Size: Small – Approximately 40 employees **1997** Growth Rate: 1.8% - Slower than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 8**% annually, based on employers responses.



	Experienced Required	Training Substitute for Experience
Always	20%	20%
Usually	60%	0%
Sometimes	0%	40%
Never	20%	40%

# Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School	
0%	HS or Equivalent	
0%	Associate Degree (2 years)	
60%	Bachelor's Degree (4 years)	
0%	Graduate Study	

#### **Licensing / Certifications**

Licensing is administered by the Department of Health Services. Various ways to qualify for the examination are: (1)B.S. degree in Medical Technology - includes one year of approved training in a clinical laboratory; (2)B.A. degree with a major in Clinical Laboratory studies or a closely related field that includes required coursework, plus one-year approved training in a clinical laboratory; (3)90 semester units-or equivalent quarter units that include clinical laboratory or closely related courses and completion of two-years of approved clinical training.

## Required Training or Certification

Employers surveyed required either State license or a Graduate Study Degree plus licensure. Employers surveyed required the employees to have an average of 12 months of training.

### Recognized Related Work Experience

Acceptable work experience by employers were Medical Lab Technician. Employers who require previous experience seek an average of 7 months.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of laboratory procedures, laboratory safety procedures, chemistry, sterilization techniques, and medical terminology; ability to operate precision laboratory equipment.

**Important:** knowledge of record keeping and advanced math; possession of blood-drawing skills; ability to concentrate for prolonged periods of time.

**Other:** possession of oral communication skills; ability to write legibly and follow instructions.

#### SIC % Description

8062	75	General Medical & Surgical Hospitals
8093	16	Specialty Outpatient Clinics, NEC
8093	9	Offices. & Clinics of Medical Doctor

Where the Jobs Are

#### Training Sources

Formal training is offered in community and technical schools, and in the Armed Forces. Community and Junior College programs last 2 years and lead to an associate degree. Others are shorter and lead to a certificate in medical laboratory technology. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Recruitment Methods

Almost all employers recruit applicants through newspaper ads.

Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

#### **Alternate Job Titles**

Nurse, Back Office, and Medical Receptionist.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$8.50	\$6.65
New, Experienced Union	\$6.50 to \$8.50	\$7.27
3 Years with Firm Union	\$7.50 to \$11.00	\$9.00

#### **Benefits**

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	60%	7%
Dental	<b>33</b> %	7%
Vision	<b>33</b> %	0%
Life	<b>27</b> %	0%
Sick Leave	<b>87</b> %	7%
Vacation	<b>87</b> %	7%
Retirement	<b>40</b> %	7%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	88	13	0	0
Average Hours per week	40	23	0	0

# **Promotional Opportunities**

27% Promote

Medical Manager Program.

73% Don't Promote

With further training promotional opportunities may lead to positions such as LVN, Certified Medical Assistant, and Head Medical Assistant.

Computer Software Sought

Some employers prefer applicants who are familiar with

No data available.

Shifts

# **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult **Inexperienced: Somewhat Difficult** 

# **Employment Trends**

## **EDD Projections**

1998 Size: Medium - Approximately 80 employees

**1998** Growth Rate: 7.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job openings

**Turnover: 22%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	40%	13%
Usually	40%	40%
Sometimes	20%	47%
Never	0%	0%

# Education

Minimum level of education required by employers when hiring an applicant:

7%	Less than High School	
40%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

#### **Licensing / Certifications**

None, however, medical assistant training is regulated by the state. Work site must have documentation of their completion of training required by law and regulations, and the supervising physician must be on the premises. Experience requirement is ten hours of training and ten performances each of the three various injections (intradermal, subcutaneous and intramuscular), blood withdrawal and skin testing.

# **Required Training or Certification**

Among the certification required were Medical Assistant Certificate and Nurse Assistant Certificate. The average of training required was 9 months.

### Recognized Related Work Experience

Acceptable work experience by employers were either in the medical field or Receptionist, Billing Collector, and CNA. Employers who require previous experience seek an average of 6 months.

#### Desired Qualifications Based on Employers Responses

Essential: knowledge of medical terminology; possession of blood drawing skills, sterilization techniques, and inventory techniques; possession of oral communication skills; ability to administer injections and take vital signs.

Important: possession of willingness to work with close supervision; ability to handle crisis situation, write legibly, and read/follow instruc-

Other: knowledge of basic math; possession of Medical Assistant Certificate; ability to work under pressure.

#### **Training Sources**

Training can be obtained through vocational-technical high schools, postsecondary vocational schools, community and junior colleges and universities. Postsecondary programs usually last either 1 year, resulting in a certificate or diploma, or 2 years, resulting in an Associate Degree. These programs are accredited by the Committee on Allied Health Education Accreditation (CAHEA) and the Accrediting Bureau for Health Education Schools (ABHES). Medical Assistants who meet the American Association of Medical Assistants (AAMA) qualifications may receive certification after passing a written examination. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
8093	8	Specialty Outpatient Clinics, Nec
8049	14	Offices Of Health Practitioners, Ne
8062	24	General Medical & Surgical Hospital
8011	51	Offices & Clinics Of Medical Doctor
	3	Others

#### **Recruitment Methods**

Most all employers recruit through newspaper ads.

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	<b>45</b> %	0%	45%		
Dental	9%	9%	<b>36</b> %		
Vision	18%	0%	0%		
Life	27%	0%	9%		
Sick Leave	100%	0%	0%		
Vacation	100%	0%	0%		
Retirement	<b>36</b> %	0%	0%		
Child Care	0%	0%	0%		
Other	0%	0%	0%		

# **Promotional Opportunities**

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Billing Clerk, Receptionist, and Medical Secretary.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$13.50	\$7.00
New, Experienced Union	\$6.48 to \$ 8.50	\$7.25
3 Years with Firm Union	\$7.50 to \$10.79	\$9.13

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	82	18	0	0
Average Hours per week	40	21	0	0

# Shifts

92% of the employers had day-shift; 8% had swing-shift; 0% had graveyard- shift, and 8% had Other-shift (9 am to 7 pm).

## Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult Inexperienced: Moderately Difficult** 

# **Computer Software Sought**

Most employers prefer applicants who are skilled in word processing applications. Many employers prefer applicants who are skilled in database applications and Medical Manager software.

#### **Employment Trends**

#### **EDD Projections**

1999 Size: Small - Approximately 50 employees 1999 Growth Rate: 14.3 - Much faster than average 1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 2**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	58%	25%	17%	13	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	13	Medical Terminology and Medical Records Training.
If Required or Preferred will Training Substitute For Experience?	70%		30%	6	

Technical / Vocational Training Required	25%	0%	75%	7	in Medical field or Receptionist

#### Education

Minimum level of education required by employers when hiring an applicant:

17%	Less than High School
75%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
8%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of alpha & numeric systems and medical insurance systems; ability to use coding and abstract data in automated medical records system, compile/maintain medial records, record medical histories, maintain/manage records, post medical insurance billings, and perform secretarial duties in health care setting.

**Important:** knowledge of understand government medical billing regulations and grammar, punctuation & spelling; ability to use of office equipment in support of medical practice/services.

**Other:** ability to process/prepare business forms, use computer, and operate business machines.

# Training Sources

Training can be obtained through 2-years technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC % Description
8062 85 General Medical & Surgical Hospital
8049 10 Offices of Health Practitioners, NEC

#### Recruitment Methods

92%	Walk-in Applicants
67%	Employee Referrals
67%	Newspaper Ad

100% Female

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence using a typewriter, as well as preparing and sending bills to patients, or recording appointments.

#### Alternate Job Titles

Medical Receptionist.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	44%	0%	38%
Dental	25%	0%	31%
Vision	13%	0%	6%
Life	19%	0%	19%
Sick Leave	94%	0%	0%
Vacation	94%	0%	0%
Retirement	31%	0%	6%
Child Care	0%	0%	0%
Other	25%	0%	0%

Other: 401 K Plan and Profit Sharing.

**Promotional Opportunities** 

25% Promote

75% Don't Promote

Promotional opportunity may lead to a position such as Medical Assistant.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$ 8.06	\$7.00
New, Experienced Union	\$5.75 to \$8.25	\$6.75
3 Years with Firm Union	\$7.00 to \$10.00	\$8.13

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	93	7	0	0
Average Hours per week	40	20	0	0

Shifts

94% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 6% had Other-shift (9 am to 7 pm).

# Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Not Difficult

# **Computer Software Sought**

Almost all employers prefer applicants who are skilled in Medical Manager software and PTOS Program.

# **Employment Trends**

### **EDD Projections**

1999 Size: Medium - Approximately 50 employees **1999** Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 10%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	69%	19%	13%	11	
If Required or Preferred, Is Experience in other Occupations Accepted?	93%		7%	10	Medical Secretary.
If Required or Preferred will Training Substitute For Experience?	64%		36%	8	

Technical / Vocational Training Required	0%	6%	94%	6	Receptionist or in a Medical envi-
					ronment

#### Education

Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
88%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

Essential: ability to schedule appointments, manage medical records, make appointments, compile/maintain medical records, prepare business correspondence, use coding and abstract data in automated medical records system, and transcribe information as part of administrative support.

**Important:** knowledge of inventory, medical supplies & instruments, and maintain libraries; ability to compose business correspondence and operate business machines.

**Other:** knowledge of correct grammar, punctuation & spelling and interpersonal communication techniques; ability to use computer.

# Training Sources

Training can be obtained in various ways, from high school vocational education programs, to 1-to 2-year programs offered by business schools, vocational-technical institutes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
8062	47	General Medical & Surgical Hospital
8011	37	Offices and Clinics of Medical Doctor
8021	7	Offices and Clinics of Dentists

#### Recruitment Methods

88%	Walk-In Applicants
75%	Newspaper Ads and Word of Mouth
75%	Word of Mouth

#### 150080 **)ES**

4 Employers Surveyed

**6 Jobs Represented** 

83% Female

17% Male

# Description

Medicine and Health Services Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

#### **Alternate Job Titles**

Nursing Supervisor.

#### **Benefits**

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>25</b> %	0%	<b>75</b> %
Dental	25%	0%	<b>75</b> %
Vision	<b>50</b> %	0%	0%
Life	<b>50</b> %	0%	0%
Sick Leave	<b>75</b> %	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

1	

#### **Promotional Opportunities**

25% Promote

75% Don't Promote

Promotional opportunity may lead to a position such as Coordinator.

#### **Computer Software Sought**

All employers prefer applicants who are skilled in word processing applications. Most employers prefer applicants who are skilled in spreadsheet applications.

Wages		
	Range	Median
New, No Experience Union		
New, Experienced Union	\$9.00 to \$21.15	\$13.88
3 Years with Firm Union	\$11.00 to \$ 25.89	\$17.99

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

#### Shifts

100% of the employers had day-shift; 25% had swingshift; 0% had graveyard- shift, and 0% had Other-shift.

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Very Difficult** Inexperienced: Not Applicable

# **Employment Trends**

#### **EDD Projections**

1999 Size: Medium - Approximately 60 employees 1999 Growth Rate: 14.3% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 50 Job openings

**Turnover: 0%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	14	
If Required or Preferred, Is Experience in other Occupations Accepted?	25%		75%	60	RN License and Medical Management.
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A	

Technical / Vocational Training Required	75%	25%	0%	21	RN Clinical Level III
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#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
25%	HS or Equivalent
50%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
25%	Graduate Study

#### Licensing / Certifications

None.

# Desired Qualifications Based on Employers Responses

**Essential:** knowledge of accounting principles, emergency management concepts, institutional care procedures, medical insurance e systems, nursing & pharmacological terminology; government health care facility regulations, and facility management techniques; possession of interpersonal communication procedures and organizational procedures; ability to keep records & maintain files.

**Important:** knowledge of business management concepts, advanced business math, and safe waste disposal procedures; possession of computer literacy.

**Other:** knowledge of correct grammar, punctuation & spelling; ability to resent oral reports on health & medical issues.

# Training Sources

Training can be obtained through 2-year technical or community college; 4-year college or university, and secondary school with vocational programs. There are also some certificate or diploma programs, generally lasting less than 1 year, in health administration and in medical office management. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

9030

SIC	%	Description
8062	67	General Medical & Surgical Hospital
8093	9	Specialty Outpatient Clinics, NEC

**Local Government** 

#### Recruitment Methods

75%	Newspaper Ads
50%	School, Program Referrals
50%	Walk-In Applicants



# DES 917140

9 Employers Surveyed

44 Jobs Represented

2% Female

**98% Male** 

Description

Metal Fabricators of Structural Metal Products fabricate and assemble structural metal products, such as frameworks or shells for machinery, ovens, tanks, stacks, and metal parts for buildings and bridges according to job orders or blueprints.

#### Alternate Job Titles

Welder.

Wages			
	Range	Median	
New, No Experience Union	\$6.00 to \$7.00	\$7.00	
New, Experienced Union	\$7.00 to \$16.50	\$8.50	
3 Years with Firm Union	\$8.50 to \$18.50	\$10.50	

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>67</b> %	0%
Dental	22%	0%
Vision	0%	0%
Life	0%	0%
Sick Leave	11%	0%
Vacation	89%	0%
Retirement	11%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	98	0	2	0
Average Hours per week	40	0	40	0

**Promotional Opportunities** 

22% Promote

78% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Foreman.

Shifts

No data available.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult** 

# **Employment Trends**

#### **EDD Projections**

1998 Size: Medium - Approximately 50 employees

**1998** Growth Rate: 7.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job openings

**Turnover: 16%** annually, based on employers responses.



Computer Software Sought

No computer skills were reported.



	Experienced Required	Training Substitute for Experience	
Always	33%	11%	
Usually	56%	22%	
Sometimes	0%	44%	
Never	11%	22%	

# Required Training or Certification

None.

#### Recognized Related Work Experience

Acceptable work experience by employers were Welder, Metal Worker, or training on-the-job. Employers who require previous experience seek an average of 7 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

11%	Less than High School	
89%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

#### Desired Qualifications Based on Employers Responses

**Essential:** possession of eye-hand coordination, mechanical and spatial aptitudes, and manual dexterity; ability to use cutting & welding machinery, stand for prolonged periods of time, perform strenuous, demanding work, and use power hand tools.

**Important:** knowledge of safe equipment operating practices; possession of oral communication skills; ability to work independently, climb to high places, read working drawings, and read/follow instructions. **Other:** knowledge of properties of metals; ability to work in awkward positions, lift at least 50lbs., work from ladders/scaffolds, and read blueprints.

#### Licensing / Certifications

None.

# Training Sources

Apprenticeship programs sponsored by the Joint Apprenticeship Training Committee. Applicants must be at least 18 years old. Programs combine supervises and on-the-job training. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
3441	7	Fabricated Structural Metal
1791	18	Structural Steel Erection
3446	21	Architectural Metal Work
3443	54	Fabricated Plate Work (Boiler Shops)

#### Recruitment Methods

Almost all employers recruit unsolicited applicants. Most recruit through newspaper ads and by employees' referrals.

# Description

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

#### Alternate Job Titles

CAN, Patient Care Technician, Developmental Disability Attendant, and Caregivers.

Wages			
	Range	Median	
New, No Experience Union	\$5.75 to \$8.00	\$6.50	
New, Experienced Union	\$6.00 to \$8.75	\$7.00	
3 Years with Firm Union	\$7.50 to \$10.25	\$8.50	

#### Benefits

#### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	<b>67</b> %	33%
Dental	<b>53</b> %	27%
Vision	<b>33</b> %	20%
Life	<b>53</b> %	20%
Sick Leave	<b>73</b> %	33%
Vacation	<b>87</b> %	33%
Retirement	<b>53</b> %	20%
Child Care	7%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	71	22	7	0
Average Hours per week	40	24	26	0

# Promotional Opportunities

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Certified Nursing Assistant and Nurse Lead. Advancement is usually based on further education.

Computer Software Sought

No computer skills were reported.

# No data available.

Shifts

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: A Little Difficult

# Employment Trends

### **EDD Projections**

**1998** Size: Very Large - Approximately 350 employees **1998** Growth Rate: 12% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 190 Job openings

**Turnover: 21**% annually, based on employers responses.



Emperiore and Truming of Employers responses			
	Experienced Required	Training Substitute for Experience	
Always	0%	60%	
Usually	33%	20%	
Sometimes	7%	20%	
Never	60%	0%	

# Required Training or Certification

A few employers required certificate Nurse Assistant.

### Recognized Related Work Experience

Acceptable work experience by employers were in a nursing environment. Employers who require previous experience seek an average of 9 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
87%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# Desired Qualifications Based on Employers Responses

**Essential:** knowledge of asepsis, medical terminology, emergency procedures, transferring techniques, and record techniques; ability to read/follow instructions and take vital signs.

**Important:** possession of oral communication skills; ability to provide personal services to clients, work independently, interact well with others, and handle crisis situation.

**Other:** knowledge of basic math and variety of cultures; possession of Nurse Aide Certification and Spanish language fluency.

#### **Licensing / Certifications**

Certified Nurse Assistant. Applicants must have 100 hours of supervised clinical training and 50 hours of classroom training. After applicants successfully complete a State-approved Certified Nurse Assistant Program, the school arranges to take the Federal Test.

#### Where the Jobs Are

SIC % Description

8051 15 Skilled Nursing Care Facilities

8059 25 Nursing & Personal Care, Nec

8062 53 General Medical & Surgical Hospital

7 Others

#### **Training Sources**

Formal Training usually lasts from 1-to-9 weeks under close supervision of a general duty nurse or licensed practical nurse. Training can be obtained through high schools, vocational-technical centers, some nursing homes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Recruitment Methods

Most all employers recruit through newspaper ads.

Description

Nursery Workers in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering.

### Alternate Job Titles

Landscapers, Laborers, and Warehousemen.

Wages		
	Range	Median
New, No Experience Union	\$4.75 to \$5.75	\$5.00
New, Experienced Union	\$4.75 to \$7.00	\$6.00
3 Years with Firm Union	\$5.50 to \$17.00	\$7.75

Benefits

Based on % of Responding Employers

	Full Time	Part Time
Medical	<b>67</b> %	0%
Dental	<b>33</b> %	0%
Vision	0%	0%
Life	0%	0%
Sick Leave	33%	0%
Vacation	67%	0%
Retirement	33%	0%
Child Care	0%	0%
Other	N/A	N/A

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	72	8	0	20
Average Hours per week	47	27	0	44

# Promotional Opportunities

29% Promote

71% Don't Promote

Promotional opportunities may lead to positions such as Store Sales, Foreman, Counter Clerk, and Supervisor.

Computer Software Sought

No computer skills were reported.

#### Shifts

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: Not Difficult

# Employment Trends

## **EDD Projections**

1997 Size: Large - Approximately 120 employees

**1997** Growth Rate: 3.8% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 47 Job openings

**Turnover: 18**% annually, based on employers responses.

NURSERY WORKERS



	Experienced Required	Training Substitute for Experience
Always	0%	25%
Usually	0%	44%
Sometimes	25%	31%
Never	75%	0%

#### Required Training or Certification

No formal academic requirement exists. Nursery workers generally acquire their occupational skills on the job. The average length of training required was 4 months.

#### Recognized Related Work Experience

Acceptable work experience by employers were Laborer, or Landscaper. Employers who require previous experience seek an average of 5 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

50%	Less than High School	
50%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of basic math; possession of pruning skills, use and care of gardening tools, read/follow instructions, lift at least 50 lbs. repeatedly, and stand continuously for 2 hours or more.

**Important:** possession of oral communication skills; ability to work independently and work with close supervision.

Other: knowledge of horticulture; ability to work part-time.

#### Licensing / Certifications

None.

#### Where the Jobs Are

SIC % Description

5193 85 Flowers & Florists

15 Others

# Training Sources

Trainees usually develop the necessary skills on the job.

#### Recruitment Methods

Most employers recruit applicants through word of mouth.

3% Female

**97% Male** 

# Description

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane.

### Alternate Job Titles

Framers.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$14.00	\$6.75
New, Experienced Union	\$7.00 to \$16.00	\$9.25
3 Years with Firm Union	\$8.50 to \$20.00	\$13.50

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>63</b> %	0%
Dental	13%	0%
Vision	<b>6</b> %	0%
Life	<b>6</b> %	0%
Sick Leave	19%	0%
Vacation	<b>56</b> %	0%
Retirement	<b>25</b> %	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	92	1	7	0
Average Hours per week	40	26	40	0

**Promotional Opportunities** 

25% Promote

75% Don't Promote

Promotional opportunity may lead to position such as Foreman.

Computer Software Sought

No computer skills were reported.

No data available.

Shifts

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult** 

**Employment Trends** 

#### **EDD Projections**

1998 Size: Large - Approximately 120 employees

1998 Growth Rate: 7.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job openings

**Turnover: 10%** annually, based on employers responses.

OPERATING ENGINEERS

	Experienced Required	Training Substitute for Experience
Always	25%	31%
Usually	25%	38%
Sometimes	13%	25%
Never	38%	6%

# Required Training or Certification

The only requirement was Class A driver's license.

#### Recognized Related Work Experience

Acceptable work experience by employers were as an Operating Engineer, but also in similar experience as a paving, Finisher, Framework, or in excavation job. Employers who require previous experience seek an average of 12 months.

## Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School	
100%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

#### Des

#### **Desired Qualifications** Based on Employers Responses

**Essential:** knowledge of materials, machines and tools, troubleshooting procedures; possession of manual dexterity; ability to perform routine maintenance.

**Important:** knowledge of safety procedures; possession of good handeye coordination; ability to use hands, arms, and fingers and follow instructions.

**Other:** ability to work independently and use reference materials.

#### **Licensing / Certifications**

None.

# **Training Sources**

Apprenticeship involves on-the-job training in the form of paid employment, together with supplemental related training at a designated training center. Applicants must be age 18 or older and may be required to submit evidence of good physical condition and completion of high school education or equivalent Applicants meeting minimum requirements are given a written test that measures basic reading and math abilities and mechanical understanding. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
DIC	70	Description

1611 12 Highway & Street Construction

9010 16 Federal Government

4953 20 Refuse Systems

1623 44 Water, Sewer, & Utility Lines

8 Others

#### Recruitment Methods



# DES 929740

18 Employers Surveyed

316 Jobs Represented

16% Female

**84% Male** 



Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, bailing machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

#### **Alternate Job Titles**

Inspector Packer, Operators & Assistants, Meat Cutters/ Wrappers, and Butcher.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$14.25	\$6.50
New, Experienced Union	\$5.75 to \$15.50	\$7.75
3 Years with Firm Union	\$6.75 to \$17.50	\$9.50

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	61%	17%
Dental	28%	11%
Vision	28%	<b>6</b> %
Life	<b>39</b> %	<b>6</b> %
Sick Leave	<b>50</b> %	17%
Vacation	<b>78</b> %	17%
Retirement	44%	11%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	90	8	0	2
Average Hours per week	41	24	0	40

#### **Promotional Opportunities**

67% Promote

33% Don't Promote

Promotional opportunities may lead to positions such as Foreman and Manager.

Shifts

No data available.

#### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

**Employment Trends** 

#### Computer Software Sought

No computer skills were reported.

#### **EDD Projections**

1998 Size: Very Large - Approximately 320 employees

1998 Growth Rate: 0.8% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job openings

**Turnover: 30%** annually, based on employers responses.



	Experienced Required	Training Substitute for Experience
Always	11%	50%
Usually	<b>6</b> %	28%
Sometimes	33%	22%
Never	50%	0%

# Required Training or Certification

None.

#### Recognized Related Work Experience

Work experiences are broaden for this occupation due to the industry diversity. Employers who require previous experience seek an average of 9 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

6%	Less than High School
94%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

Essential: knowledge of safety equipment practices, specific product knowledge, and basic math; possession of good-eye coordination and manual dexterity; ability to full use of arms, hands and fingers.

Important: possession of good vision and good color perception; ability to stand for prolonged periods of time and follow oral instructions.

Other: possession of punctuality and attendance ethics and oral communication skills; ability to read/follow written instructions.

#### Licensing / Certifications

None.

# Training Sources

Trainees usually develop the necessary skills on the job.

#### Where the Jobs Are

SIC	%	Description
3221	14	Glass Containers
2084	24	Wines, Brandy, & Brandy Spirits

Mineral Wool

10 Others

3296

#### Recruitment Methods

Most employers recruit unsolicited applicants and through newspaper ads. Many recruit by employees' referrals.



# DES 874020

15 Employers Surveyed

91 Jobs Represented

0% Female

100% Male

Description

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

#### **Alternate Job Titles**

Roofer, Maintenance, Construction Supervisor, and Construction Worker.

Wages		
	Range	Median
New, No Experience Union	\$5.00 to \$10.75	\$6.00
New, Experienced Union	\$7.00 to \$19.50	\$8.25
3 Years with Firm Union	\$8.50 to \$20.00	\$19.95

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	88%	0%
Dental	<b>63</b> %	0%
Vision	<b>38</b> %	0%
Life	<b>25</b> %	0%
Sick Leave	<b>50</b> %	0%
Vacation	88%	0%
Retirement	<b>50</b> %	0%
Child Care	0%	0%
Other	N/A	N/A

of \$5.15 on September 1, 1997.
•

Unionization is negligible for this occupation. Data collection

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	91	5	3	0
Average Hours per week	40	26	33	0

**Promotional Opportunities** 

40% Promote

60% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Foreman, and Crew Leader. Advancement is usually the regular progression through skills levels to reach journey status.

No data available.

Shifts

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult** 

# Computer Software Sought

No computer skills were reported.

**Employment Trends EDD Projections** 

1997 Size: Medium - Approximately 80 employees 1997 Growth Rate: 6.0% - Faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 35 Job openings

**Turnover: 47%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience		
Always	20%	20%		
Usually	27%	20%		
Sometimes	40%	13%		
Never	13%	47%		

### Required Training or Certification

No formal academic training was required.

#### Recognized Related Work Experience

Acceptable work experience by employers were Painter, Maintenance, Construction, Cement Layer, or Roofer. Employers who require previous experience seek an average of 10 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

27%	Less than High School	
73%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

#### Desired Qualifications Based on Employers Responses

Essential: knowledge of paints and related chemicals, surface preparation, hazardous materials, drywall installation/repair, and safe working practices; possession of a reliable vehicle, spray painting skills, roller painting skills, brush painting skills; ability to use airless sprayer, work from ladders and scaffolds, and use and read a tape measure.

**Important:** knowledge of spraying lacquer; possession of good color perception; ability to stand for prolonged periods, work independently, lift at least 50 lbs. repeatedly, and follow oral instructions.

**Other:** possession of metal painting skills; ability to write legibly, interact well with others, and read/follow instructions.

#### Licensing / Certifications

None.

#### **Training Sources**

The formal way to journey-level status is trough an apprenticeship program or informal, on-the-job instruction. The apprenticeship program consists of 3 to 4 years of supervised, on-the-job training, in addition to 144 hours of related classroom instruction each year. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

#### SIC % Description

1721 38 Painting & Paper Hanging

1521 17 Single-Family Housing Const

1742 15 Plastering, Drywall, and Ins.

30 Others

#### Recruitment Methods

Most employers recruit applicants through word of mouth.



# DES 929530

11 Employers Surveyed

87 Jobs Represented

15% Female

**85% Male** 

# Description

Coating Machine Operators or Tenders operate or tend machines to coat any of a wide variety of items, such as coating food products with sugar, chocolate and butter, coating paper and paper products with chemical solutions, wax and glazes, or coating fabric with rubber or plastic. Painting and Spraying Machine Operators and Tenders operate or tend machines to spray or paint decorative, protective, or other finish or coating, such as adhesive, lacquer, paint, stain, latex, preservative, or oil, to any of a wide variety of items or materials, such as wood and wood products, ceramics, and glass. This occupation included workers who apply coating or finish to product with solutions or materials preparatory to consumer use or further processing.

#### **Alternate Job Titles**

Painter Helper, and Auto Painter.

Wages					
	Range	Median			
New, No Experience Union	\$6.00 to \$12.00	\$6.50			
New, Experienced Union	\$6.50 to \$14.00	\$9.00			
3 Years with Firm Union	\$8.00 to \$17.00	\$12.00			

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time	
Medical	<b>27</b> %	0%	
Dental	0%	0%	
Vision	0%	0%	
Life	18%	0%	
Sick Leave	0%	0%	
Vacation	45% 0%		
Retirement	18%	0%	
Child Care	0%	0%	
Other	N/A	N/A	

Hours						
	Full Time	Part Time	Temp or On Call	Seasonal		
% of all Employees	92	8	0	0		
Average Hours per week	40	25	0	0		

**Promotional Opportunities** 

27% Promote

73% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Body Work & Painter, and in certain instances, taking on more duties in the same occupation with higher

Computer Software Sought

No computer skills were reported.

Shifts

No data available.

**Supply and Demand** 

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult** 

**Employment Trends** 

**EDD Projections** 

1998 Size: Large - Approximately 90 employees

**1998** Growth Rate: 7.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job openings

**Turnover: 28%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	36%	27%
Usually	18%	36%
Sometimes	9%	18%
Never	36%	18%

### Required Training or Certification

Among the certification required were ICAR, ASE, Dupont Certification.

### Recognized Related Work Experience

Work experiences are broaden for this occupation due to the industry diversity. Employers who require previous experience seek an average of 13 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
18%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of paints & related chemicals, hazardous materials, and safe working practices; possession of surface preparation skills, spray painting skills, and reliable vehicle; ability to use airless sprayer, work from ladders/scaffolds, and stand a tape measure.

**Important:** knowledge of spraying lacquer; possession of good color perception; ability to stand for prolonged periods of time, work independently, lift at least 50lbs., and follow oral instructions.

**Other:** possession of metal painting skills; ability to interact well with others, write legibly, and read/follow directions.

### Licensing / Certifications

Voluntary certification by the National Institute for Automomotive Service Excellence (ASE). Painters must pass a written examination and have at least 2 years of experience in the field. High school, trade or vocational school, or community or junior college training in automotive painting and refinishing may substitute for up to 1 year of experience. To retain certification, painters must retake the examination at least every 5 years.

### Training Sources

Training can be obtaind through high school, trade or vocational school, or community or junior college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC	%	Description
3471	8	Plating & Polishing
3443	16	Fabricated Plate Work (Boiler Shops)
3585	24	Refrigeration & Heating Equipment
2653	52	Corrugated & Solid Fiber Boxes

#### Recruitment Methods

Most employers recruit applicants through word of mouth.

Description

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

### Alternate Job Titles

No alternate job titles were reported.

Benefits	

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>7</b> %	0%	<b>87</b> %
Dental	0%	7%	40%
Vision	0%	0%	0%
Life	0%	7%	0%
Sick Leave	<b>47</b> %	0%	7%
Vacation	93%	0%	7%
Retirement	0%	0%	20%
Child Care	0%	0%	7%
Other	0%	0%	0%

#### **Promotional Opportunities**

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Administrative Support, and House Manager.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$6.50	\$6.00
New, Experienced Union	\$6.25 to \$8.50	\$7.50
3 Years with Firm Union	\$8.25 to \$10.50	\$9.25

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	90	8	2	0
Average Hours per week	40	24	10	0

#### Shifts

93% of the employers had day-shift; 13% had swing-shift; 7% had graveyard- shift, and 0% had Other-shift.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

### Computer Software Sought

No computer skills were reported.

# Employment Trends

**EDD Projections 2000** Size: N/A

2000 Growth Rate: N/A

**2000** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 19**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	20%	7%	73%	11	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	6	Medical Industry and CNA
If Required or Preferred will Training Substitute For Experience?	75%		25%	3	

Technical / Vocational Training Required	13%	0%	87%	5	CNA Program

#### Education

Minimum level of education required by employers when hiring an applicant:

60%	Less than High School
40%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of geriatrics, social work, and processes for providing customer and personal services; possession of reliable vehicle, valid driver's license, organizational and time management skills, and verbal communication skills; ability to work independently, handle crisis situation, work under pressure, and stand continuously for 2 or more hours.

**Important:** knowledge in CPR and first aid techniques; possession of multi-familiarity, record keeping skills, and problem solving; ability to perform routine, repetitive work, basic mathematical calculations, and lift at least 100 lbs.

**Other:** possession of writing skills; ability to perform strenuous, physically demanding work, and attention to detail.

### Training Sources

Trainees usually develop the necessary skills on the job.

### Where the Jobs Are

SIC	%	Description
8062	12	General Medical and Surgical Hospital
8322	82	Individual and Family Services
8361	6	Residential Care

### Recruitment Methods

100%	Walk-In Applicants
100%	Word of Mouth
80%	Employee Referrals



#### 130050 ES

15 Employers Surveyed

Wages

16 Jobs Represented

56% Female

**44% Male** 

### Description

Personnel, Training and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

### **Alternate Job Titles**

Human Resources Manager, Human Resources Adminis-

rator, and Assistant Vice President.				Kalige	Median	
ator, and Assista	int vice Presid	ient.		New, No Experience Union	\$8.52 to \$9.00	\$8.76
Benef	fits			New, Experienced Union	\$10.00 to \$25.31	\$17.07
	Employer Pays All	Employee Pays All	Shared Cost	3 Years with Firm Union	\$12.00 to \$35.21	\$20.75
	FT	FT	FT			
<b>Iedical</b>	27%	0%	73%			

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>27</b> %	0%	<b>73</b> %
Dental	20%	0%	<b>67</b> %
Vision	20%	0%	47%
Life	<b>20</b> %	0%	53%
Sick Leave	60%	0%	33%
Vacation	53%	0%	33%
Retirement	53%	0%	20%
Child Care	0%	0%	0%
Other	0%	0%	0%

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

#### **Promotional Opportunities**

20% Promote

80% Don't Promote

Promotional opportunities may lead to positions such as Director, Manager, and Shift Supervisor.

### Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

# **Computer Software Sought**

All employers prefer applicants who are skilled in word processing applications. Almost all prefer applicants who are skilled in spreadsheet applications. Most employers prefer applicants who are skilled in database applications.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Moderately Difficult

## **Employment Trends**

#### **EDD Projections**

**2000** Size: Mediuml - Approximately 45 employees 2000 Growth Rate: 9.5% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 6**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	87%	7%	7%	42	
If Required or Preferred, Is Experience in other Occupations Accepted?	14%		86%	18	Payroll and Human Resources
If Required or Preferred will Training Substitute For Experience?	7%		93%	2	

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School	
27%	HS or Equivalent	
7%	Associate Degree (2 years)	
60%	Bachelor's Degree (4 years)	
7%	Graduate Study	

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of changing regulations and legislation affecting hiring practices, occupational safety and health standards and practices, and grievance procedures; possession of personnel recruiting skills, understanding of labor relations practices, negotiation skills, supervisory skills, and understanding of collective bargaining processes; ability to communicate with people of various backgrounds, plan and organize the work of others, develop and coordinate personnel programs and policies, and ability to screen and test applicants.

**Important:** knowledge of industry trends, and interviewing techniques; possession of organizational & time management skills, and oral skills; ability to motivate others, work independently, and work under pressure.

**Other:** possession of book record skills, problem solving skills, and English grammar and spelling skills; ability to work on weekends, handle crisis situations, and perform routine & repetitive work.

### Training Sources

College and universities offer undergraduate programs that can prepare a person for this occupation. However, the program of study would vary depending on the industry and the natures of the job.

#### Where the Jobs Are

SIC	%	Description
8062	15	General Medical & Surgical Hospital
2421	10	Sawmills and Planning Mills, General
2759	6	Commercial Printing, NEC
4813	6	Telephone Communications, Exc Radio

#### Recruitment Methods

Others

46

93%	Newspaper Ads	
60%	Employee Referrals	
47%	In-House Promotion or Transfer	

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

### **Alternate Job Titles**

Service Technician.

Wages				
	Range	Median		
New, No Experience Union	\$7.00 to \$12.75	\$8.63		
New, Experienced Union	\$8.00 to \$16.75	\$9.49		
3 Years with Firm Union	\$8.75 to \$18.25	\$11.80		

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	100%	0%
Dental	<b>50</b> %	0%
Vision	13%	0%
Life	<b>50</b> %	0%
Sick Leave	88%	0%
Vacation	88%	0%
Retirement	<b>38</b> %	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

### **Promotional Opportunities**

75% Promote

25% Don't Promote

Promotional opportunities may lead to positions such as Manager and in certain instances, taking on more duties in the same occupation with higher pay.

Computer Software Sought

No computer skills were reported.

No data available.

Shifts

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

## **Employment Trends**

### **EDD Projections**

1998 Size: Large - Approximately 90 employees

1998 Growth Rate: 0% - Remain stable

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 0 Job openings

**Turnover: 6**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience			
Always	0%	63%			
Usually	0%	38%			
Sometimes	25%	0%			
Never	75%	0%			

### Required Training or Certification

Among the certification required were Applicator Field Rep License, Chemical Applicator License, Certification by County Agricultural Department.

### Recognized Related Work Experience

Acceptable work experience by employers was in pest control field. Employers who require previous experience seek an average of 3 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of safe work practices; possession of public contact skills.

**Important:** ability to read/follow instructions, write legibly, and work independently.

**Other:** possession of Termite Control License, Pest Control License, Pest Control Applicator Certificate, and Licensed in fumigation.

#### **Licensing / Certifications**

License consists of (1) Fumigation: two years of certified training by a licensed qualifying manager which includes 1 year as a field representative and Board approved courses, AND (2) General pest: two years of certified training by a licensed qualifying manager which includes 1 year as field representative and Board approved courses, AND (3) Terminate Control: Four years of certified training by a licensed qualifying manager which included 2 years as field representative and Board approved courses, AND (4) Wood Roof Cleaning and Treatment: proof of wood roof cleaning and treatment experience for 2 out of past 5 years, AND (5) must be 18 years old.

#### Where the Jobs Are

SIC % Description

7342 100 Disinfecting & Pest Control Service

### Training Sources

Trainees usually develop the necessary skills on the job.

#### Recruitment Methods

Most employers recruit unsolicited applicants.

Wages

Union

Union

New, No Experience

New, Experienced

3 Years with Firm

Median

\$26.37

\$28.89

\$36.80

Seasonal

0

0

**Range** \$21.58 to \$37.00

\$23.97 to \$44.00

\$29.25 to \$45.25

**Part** 

Time

16

26

Temp or

On Call

42

11

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

### Alternate Job Titles

No alternate job titles were reported.

**Benefits** 

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	10%	0%	80%
Dental	10%	0%	60%
Vision	10%	0%	30%
Life	30%	0%	60%
Sick Leave	30%	0%	40%

L	Uni
•	
•	Hanne
•	Hours
•	
•	% of all Employees
•	
	Average Hours
,	per week

Other

Vacation

Retirement

**Child Care** 

#### **Promotional Opportunities**

**50**%

**50%** 

0%

0%

70% Promote

30% Don't Promote

0%

0%

0%

0%

40%

20%

0%

10%

Promotional opportunities may lead to positions such as Manager and Pharmacist II.

# Shifts

90% of the employers had day-shift; 30% had swing-shift; 0% had graveyard- shift, and 10% had Other-shift (9 am to 9 pm).

**Full** 

Time

42

41

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

### Computer Software Sought

Most employers prefer applicants who are skilled in specific software within the industry. Many prefer applicants who are skilled in word processing applications. Few employers prefer applicants who are skilled in database applications.

# Employment Trends EDD Projections

**2000** Size: Medium - Approximately 50 employees **2000** Growth Rate: 9.5% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 4**% annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	30%	60%	10%	14	
If Required or Preferred, Is Experience in other Occupations Accepted?	11%		89%	12	Medical Trade
If Required or Preferred will Training Substitute For Experience?	0%		100%	0	

Technical / Vocational Training Required 90% 0% 10% 38 License
--

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School				
0%	HS or Equivalent				
0%	Associate Degree (2 years)				
70%	Bachelor's Degree (4 years)				
30%	Graduate Study				

### Licensing / Certifications

Pharmacist License. Applicants must have graduated from recognized college of pharmacy with B.S. in Pharmacy or equivalent; 1,500 hours of internship experience; and pass examination. Note: 1,000 of the 1,500 hours total internship requirement must be completed prior to licensure examination. Training can be obtained in postsecondary institutions, and colleges.

### Desired Qualifications Based on Employers Responses

Essential: knowledge of uses/effects of drugs, composition of drugs, properties of drugs, mixing, packing, and labeling pharmaceuticals, controlled substances, and disposal of hazardous waste; possession of customer service skills and investigation techniques; ability to calculate dosages, interpret prescriptions, maintain records, charge system, inventory, and control records for radioactive substances.

**Important:** ability to interpret written prescriptions, label/store pharmaceutical formulas, use cash registers, and spreadsheet software.

### Training Sources

Training can be obtained in colleges. At least 5 years of study beyond high school are required to graduate from programs accredited by the American Council on Pharmaceutical Education. Refer to the Training Directory in this report for a list of service providers who offer related training programs. A Bachelor of Science (B.S.) in Pharmacy takes 5 years. A Doctor in Pharmacy normally requires 6 years. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
8062	53	General, Medical & Surgical Hospital
5912	45	Drug Stores and Proprietary Stores

#### Recruitment Methods

80%	Employee Referrals	
80%	Newspaper Ads	
50%	Walk-In Applicants	

## Description

Phlebotomists draw blood from patients or donors in hospitals, independent clinical laboratories, blood banks, or similar facilities, for analysis or other medical purposes. They may perform related clerical and/or routine laboratory tasks.

### Alternate Job Titles

No alternate job titles were reported.

Benefits	

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>50</b> %	0%	33%
Dental	<b>50</b> %	0%	17%
Vision	83%	0%	0%
Life	<b>67</b> %	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	<b>67</b> %	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

## **Promotional Opportunities**

33% Promote

67% Don't Promote

Promotional opportunitiy may lead to position such as Nurse Assistant.

#### Wages Median Range \$6.75 New, No Experience \$5.75 to \$7.89 Union New, Experienced \$6.25 to \$8.21 \$7.13 Union 3 Years with Firm \$7.25 to \$8.80 \$8.50 Union

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	67	6	27	0
Average Hours per week	40	20	10	0

### Shifts

100% of the employers had day-shift; 50% had swingshift; 50% had graveyard- shift, and 0% had Other-shift.

### Supply and Demand

Degrees of difficulty employers have in finding quali-

fied applicants:

**Experienced: Insufficient Data** Inexperienced: Moderately Difficult

### **Computer Software Sought**

A few employers prefer applicants who are skilled in word processing, spreadsheets, database, and specific medical software applications.

### **Employment Trends**

### **EDD Projections**

2000 Size: Medium - Approximately 50 employees

2000 Growth Rate: N/A

**2000** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 23%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	17%	50%	33%	7	
If Required or Preferred, Is Experience in other Occupations Accepted?	25%		75%	6	Medical Industry
If Required or Preferred will Training Substitute For Experience?	100%		0%	7	

Technical / Vocational Training Required 83% 0% 17% 6 Certification
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#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

At the present time no formal State certification is required. However, a Phlebotomist must possess a letter documenting a minimum of 10 hours of training under a licensed physician or surgeon, demonstrating at least three successful venal punctures and three successful skin punctures.

### Desired Qualifications Based on Employers Responses

Essential: knowledge of the medical procedures and conditions, anatomy and physiology of the circulatory system, specimen processing & handling procedures, and medical terminology; possession of blood drawing, infection control, and sterelization techniques; ability to apply sterilization techniques, take vital signs, and interact well with others. Important: possession of customer service, record keeping, and data entry skills; ability to give injections, and follow billing procedures. Other: knowledge of cultural diversity; possession of a customer service skills, work independently and as part of a team; ability to work nights, weekends & holidays.

### Where the Jobs Are

SIC % Description

No Available Data

### Training Sources

Certificate and associate degree programs are offered at community and junior colleges, vocational-technical institutes, and other postsecondary institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

	100%	Employee Referrals
	67%	Newspaper Ads
Г	50%	School, Program Referrals & Word of Mouth

78% Female

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

### **Alternate Job Titles**

No alternate job titles were reported.

vvages		
	Range	Median
New, No Experience Union	\$18.00 to \$22.00	\$20.88
New, Experienced Union	\$20.00 to \$26.00	\$21.99
3 Years with Firm Union	\$23.50 to \$27.00	\$24.50

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### **Benefits**

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	100%	17%
Dental	100%	17%
Vision	<b>83</b> %	<b>17</b> %
Life	<b>67</b> %	0%
Sick Leave	100%	17%
Vacation	100%	17%
Retirement	<b>83</b> %	<b>17</b> %
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	78	11	11	0
Average Hours per week	40	12	10	0

### **Promotional Opportunities**

0% Promote

100% Don't Promote

Promotional avenues in the private sector are basically unstructured; advancement in government service requires success on promotional examinations. In both private and public sectors, experience and ability are the keys to advancement.

#### No data available.

Supply and Demand

Shifts

Degrees of difficulty employers have in finding quali-

fied applicants:

**Experienced: Very Difficult** 

**Inexperienced: Somewhat Difficult** 

## **Computer Software Sought**

Some employers prefer applicants who are skilled in word processing applications.

# **Employment Trends**

#### **EDD Projections**

1997 Size: Small – Approximately 30 employees

1997 Growth Rate: 19% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 25 Job openings

**Turnover: 38**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	67%	0%
Usually	17%	17%
Sometimes	17%	17%
Never	0%	67%

### **Required Training or Certification**

Employers surveyed required State license and/or Master's degree. The average length of training required was 44 months.

### Recognized Related Work Experience

All work experience reported was as a Physical Therapist. Employers who require previous experience seek an average of 14 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
87%	HS or Equivalent
0%	Associate Degree (2 years)
25%	Bachelor's Degree (4 years)
75%	Graduate Study

### Desired Qualifications Based on Employers Responses

Essential: knowledge of anatomy, neurology, geriatrics, and transferring techniques moving patients; ability to maintain progress notes and treatments summaries and detect complications in patients.

Important: knowledge of problem solving and variety of cultures; possession of public contact and oral communication skills; ability to lift at least 50lbs. repeatedly and work under pressure.

Other: knowledge of basic math and sports medicine's possession of Spanish language fluency; ability to work under pressure.

### **Licensing / Certifications**

The requirements are: (1) B.A. Degree, (2) Graduation from a school of Physical Therapy approved by the American Medical Association, (3) Applicant must pass a written examination administered by the committee. Physical Therapists in California are licensed by the Physical Therapy Examining Committee.

Certificates are awarded to students with a bachelor's degree in a related field and who have completed a 12 to 16 month course in Physical Therapy.

### **Training Sources**

Training can be obtained through community colleges in Bachelor's Degree and Master's Degree. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

**Description** 

SIC

%

		±
8049	44	Offices of Health Practitioners
8093	14	Specialty Outpatient Clinics, NEC
8062	14	Gen. Medical & Surgical Hospitals
8011	14	Offices & Clinics of Medical Doctors
	11	Others

#### **Recruitment Methods**

Many employers recruit applicants through newspaper ads.

100% Female

Description

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

### **Alternate Job Titles**

No alternate job titles were reported.

Wages Range Median New, No Experience \$5.15 to \$10.00 \$6.50 Union New, Experienced \$6.00 to \$11.00 \$7.50 Union 3 Years with Firm \$8.00 to \$12.00 \$8.75 Union

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	100%	<b>8</b> %
Dental	<b>62</b> %	15%
Vision	23%	<b>8</b> %
Life	23%	8%
Sick Leave	<b>38</b> %	<b>8</b> %
Vacation	77%	8%
Retirement	31%	15%
Child Care	0%	0%
Other	N/A	N/A

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September1, 1997

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	85	15	0	0
Average Hours per week	40	28	0	0

**Promotional Opportunities** 

27% Promote

73% Don't Promote

Promotional opportunities may lead to positions such as Office Assistant and Exercise Aide. However, advancement is usually based on further education.

Computer Software Sought

No computer skills were reported.

Shifts No data available.

**Supply and Demand** 

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: Not Difficult

**Employment Trends** 

## **EDD Projections**

1997 Size: Medium - Approximately 40 employees 1997 Growth Rate: 20% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 45 Job openings

**Turnover: 50**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	7%	13%
Usually	20%	27%
Sometimes	33%	53%
Never	40%	7%

### Required Training or Certification

Physical Therapy Aides jobs is entry-level positions. However, employers surveyed required a Nurse Assistant Certification and/or on-jobtraining. The average length of training required was 5 months.

### Recognized Related Work Experience

Acceptable work experience by employers were Certified Nurse Assistant, or in a medical environment. Employers who require previous experience seek an average of 11 months.

#### Desired Qualifications Based on Employers Responses Education

Essential: knowledge of transferring techniques moving patients, and orthopedics; possession of contact skills. **Important:** possession of Spanish language fluency; ability to read/

follow instructions and write legibly.

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School	
100%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

### Licensing / Certifications

None.

### Where the Jobs Are

SIC % **Description** 8093 33 Specialty Outpatient Clinics, NEC 8049 Offices of Health Practitioners

8050 **Skilled Nursing Care Facilities** 

> 23 Others

### **Training Sources**

Trainees usually develop the necessary skills on the job.

### **Recruitment Methods**

Most employers recruit applicants through word of mouth.

Description

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain records.

### **Alternate Job Titles**

No alternate job titles were reported.

Wages		
	Range	Median
New, No Experience Union	\$12.00 to \$16.00	\$14.00
New, Experienced Union	\$14.00 to \$18.00	\$16.25
3 Years with Firm Union	\$16.25 to \$19.50	\$18.50

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	0%	0%
Dental	0%	0%
Vision	0%	0%
Life	0%	0%
Sick Leave	0%	0%
Vacation	0%	0%
Retirement	0%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

**Promotional Opportunities** 

0% Promote

100% Don't Promote

Shifts

No data available.

Supply and Demand

Degrees of difficulty employers have in finding quali-

fied applicants:

**Experienced: Very Difficult** Inexperienced: Very Difficult

**Employment Trends** 

Computer Software Sought

No computer skills were reported.

### **EDD Projections**

1997 Size: Medium - Approximately 40 employees 1997 Growth Rate: 20% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 45 Job openings

**Turnover: 67%** annually, based on employers responses.

PHYSICAL THERAPY ASSISTANTS

	Experienced Required	Training Substitute for Experience
Always	0%	0%
Usually	0%	0%
Sometimes	0%	0%
Never	0%	0%

### Required Training or Certification

Employers surveyed required State license. The average length of training required was 16 months.

### Recognized Related Work Experience

All work experience reported was a Physical Therapy Assistant. Employers who require previous experience seek an average of 12 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
100%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of transferring techniques in moving patients; ability to maintain progress notes and treatment summaries, and detect complications in patients.

**Important:** knowledge of anatomy; possession of Physical Therapist Assistant Certificate, Spanish language fluency, oral communication skills, and public contact skills.

**Other:** knowledge of sports medicine and cardio-pulmonary diseases; ability o work independently and follow oral instructions.

### Licensing / Certifications

There are two ways to qualify for the license. Graduates with an associate degree in Physical Therapy Assisting from an accredited school or a combination of training and experience equivalent to an approved program. After graduation and filing of application, may assist licensed physical therapist under 100% supervision until certified.

# Where the Jobs Are

SIC % Description

8093 33 Specialty Outpatient Clinics, NEC

8049 28 Offices of Health Practitioners

8050 16 Skilled Nursing Care Facilities

23 Others

### Training Sources

Training can be obtained through vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

All employers recruit applicants through newspaper ads and unsolicited applicants.



# OES 875020

11 Employers Surveyed

39 Jobs Represented

0% Female

100% Male

### Description

Plumbers, Pipefitters, and Steamfitters assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

### Alternate Job Titles

Service Tech/Water Treatment Operator, Pool Plumber, and Street Fitter.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$15.25	\$6.50
New, Experienced Union	\$7.50 to \$21.00	\$10.50
3 Years with Firm Union	\$8.50 to \$24.75	\$13.26

### Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>62</b> %	0%
Dental	23%	0%
Vision	23%	0%
Life	15%	0%
Sick Leave	31%	0%
Vacation	<b>62</b> %	0%
Retirement	23%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	86	2	2	9
Average Hours per week	40	20	40	40

### Promotional Opportunities

46% Promote

54% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and, Maintenance Worker II.

### Shifts

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult

### Employment Trends

### **EDD Projections**

1998 Size: Medium - Approximately 40 employees

**1998** Growth Rate: 0% - Remain stable **1998** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job openings

**Turnover: 26**% annually, based on employers responses.



Computer Software Sought

No computer skills were reported.

	Experienced Required	Training Substitute for Experience
Always	46%	38%
Usually	15%	15%
Sometimes	23%	15%
Never	15%	31%

# Education

Minimum level of education required by employers when hiring an applicant:

8%	Less than High School
92%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certifications**

Plumbers License. Although there are no uniform national licensing requirements, most communities require plumbers to be licensed. Licensing requirements vary from area to area, but most localities require workers to pass an examination that tests their knowledge of the trade and local plumbing codes.

### Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were Plumber, Maintenance Worker, Construction Worker, Utility Worker, Pipefitter, or Water Treatment Operator. Employers who require previous experience seek an average of 13 months.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of building codes and hazardous materials; possession of soldering, pipefitting and customer service skills; ability to analyze and solve problems, use hand tools, read blue prints, and work in cramped/confined places.

**Important:** ability to lift at least 50lbs, work independently, and read/follow instructions.

**Other:** knowledge of basic mathematical calculations; ability to lay out job and write legibly.

### Training Sources

Apprenticeship programs consist of full time supervised on-the-job training and concurrent classroom instruction. Upon completion of the program, apprentice3s must pass a union-administered trade test and a city licensing test regulated by the California State Division of Apprenticeship Standards. Candidates for the program must possess a high school diploma or its equivalent, and must pass aptitude tests. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
1521	8	Single-Family Housing Construction
1799	15	Special Trade Contractors, Nec
9020	15	State Government
1711	50	Plumbing, Heating, Air-Conditioning

12

Others

#### Recruitment Methods

Many employers recruit unsolicited applicants as well as by employees' referrals and newspaper ads.

### Description

Police Patrol Officers maintain order, enforce lawns and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on floor or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

### Alternate Job Titles

No alternate job titles were reported.

	Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	0%	0%	100%
Life	0%	0%	<b>67</b> %
Sick Leave	<b>67</b> %	0%	33%
Vacation	<b>67</b> %	0%	33%
Retirement	<b>33</b> %	0%	<b>67</b> %
Child Care	0%	0%	0%
Other	0%	0%	0%

## **Promotional Opportunities**

100% Promote

0% Don't Promote

Promotional opportunities may lead to positions such as Police Officer II, Sergeant, and Lieutenant.

Wages		
	Range	Median
New, No Experience	\$12.08 to \$15.54	\$13.81
Union	\$14.98 to \$14.98	\$14.98
New, Experienced	\$12.08 to \$16.11	\$14.09
Union	\$14.98 to \$14.98	\$14.98
3 Years with Firm	\$17.80 to \$18.41	\$18.11
Union	\$17.34 to \$17.34	\$17.34

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

### Shifts

67% of the employers had day-shift; 67% had swing-shift; 67% had graveyard- shift, and 33% had Other-shift (12 hrs shift).

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Not Difficult

### **Computer Software Sought**

All employers prefer applicants who skilled in word processing applications and Job Specific Software.

### **Employment Trends**

#### **EDD Projections**

1999 Size: Medium - Approximately 80 employees **1999** Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover:** 5% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A		N/A%	N/A	Police Academy.
If Required or Preferred will Training Substitute For Experience?	0%		0%	N/A	

Technical / Vocational Training Required	100%	0%	0%	5	

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of foreign accents, public contact skills, variety of cultures, investigation techniques, conflict resolution skills, problem solving skills, verbal presentation skills, and analytical skills; possession of firearms qualifications card; ability to pass a psychological interview pass a physical performance test, pass a pre-employment medical examination, enforce laws, ordinances & regulations consistently, **Important:** knowledge of counseling techniques, investigation tech-

niques, surveillance techniques and rescue procedure. **Other:** knowledge of public safety hazards, follow/give instructions, supplement inmate counseling, and interviewing techniques.

**Training Sources** 

Training can be obtained through 2-year technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC % Description 9020 79 State Government 9030 21 Local Government

### Recruitment Methods

67%	Newspaper Ads
67%	Walk-In Applicants
33%	School, Program Referrals

15 Employers Surveyed

22 Jobs Represented

36% Female **64% Male** 

Description

Purchasing Agents, except Wholesale, Retail and Farm Products, purchase raw or semi-finished materials for manufacturing. They also purchase machinery, equipment, tools parts, supplies, or services necessary for the operation of an establishment. Includes contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

### **Alternate Job Titles**

Buyer, Material Manager, and Planner.

Benefits					
	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	20%	0%	80%		
Dental	13%	<b>7</b> %	73%		
Vision	7%	7%	33%		
Life	13%	0%	33%		

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	20%	0%	80%
Dental	13%	<b>7</b> %	73%
Vision	7%	<b>7</b> %	33%
Life	13%	0%	33%
Sick Leave	47%	0%	20%
Vacation	73%	0%	27%
Retirement	27%	0%	40%
Child Care	0%	0%	7%
Other	0%	0%	0%

### **Promotional Opportunities**

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$7.00 to \$11.99	\$8.00
New, Experienced Union	\$8.50 to \$17.26	\$14.00
3 Years with Firm Union	\$10.00 to \$25.00	\$18.50

Hours							
	Full Time	Part Time	Temp or On Call	Seasonal			
% of all Employees	100	0	0	0			
Average Hours per week	40	0	0	0			

### Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Very Difficult

### **Computer Software Sought**

Almost all employers prefer applicants who are skilled in word processing and database applications. Most employers prefer applicants who are skilled in spreadsheet applications.

# **Employment Trends**

#### **EDD Projections**

2000 Size: Small - Approximately 40 employees 2000 Growth Rate: 4.8% Faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover:** 5% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	67%	0%	33%	32	
If Required or Preferred, Is Experience in other Occupations Accepted?	80%		20%	22	Sales, Manufacturing and Production
If Required or Preferred will Training Substitute For Experience?	60%		40%	9	

Technical / Vocational Training Required 7% 13% 80% 8 Vendors Training and El
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### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
60%	HS or Equivalent
27%	Associate Degree (2 years)
13%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of inventory control systems, materials requirement planning, and sales techniques; possession of oral communications skills, good business relationships, business math; ability to follow purchasing procedures, and assess and analyze market conditions. **Important:** possession of report writing skills, public contact skills, supervisory, and analytical skills; ability to work independently, work under pressure, and to read and follow instructions.

Other: knowledge of e-mail, fax, and world wide web.

## Training Sources

Training can be obtained in technical schools, community college, and universities.

### Where the Jobs Are

SIC	/0	Description
3556	29	Food Products Machinery
3585	11	Refrigeration and Heating Equipment
5012	11	Automobiles and Other Motor Vehicles
2759	8	Commercial Printing, NEC

41 Others

### Recruitment Methods

100%	Newspaper Ads
93%	Employee Referrals
33%	Walk-In Applicants

# **OES 329210**

11 Employers Surveyed

50 Jobs Represented

74% Female

26% Male

### Description

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as Radiographers.

### Alternate Job Titles

Registered Dental Assistant was reported exclusively in dental offices environment.

Wages				
	Range	Median		
New, No Experience Union	\$6.00 to \$13.75	\$9.00		
New, Experienced Union	\$8.00 to \$15.00	\$11.75		
3 Years with Firm Union	\$10.00 to \$20.00	\$16.00		

### Benefits

#### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	90%	20%
Dental	80%	20%
Vision	<b>40</b> %	10%
Life	<b>30</b> %	20%
Sick Leave	60%	20%
Vacation	80%	20%
Retirement	<b>50</b> %	20%
Child Care	0%	0%
Other	N/A	N/A

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	72	14	14	0	
Average Hours per week	40	23	18	0	

### Promotional Opportunities

0% Promote

100% Don't Promote

Shifts

No data available.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

### Employment Trends

### **Computer Software Sought**

Few employers prefer applicants who are skilled in word processing and database applications. Specific software such as Phamys was reported.

### **EDD Projections**

1997 Size: Small - Approximately 40 employees

1997 Growth Rate: 21.4% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 35 Job openings

**Turnover: 32**% annually, based on employers responses.



	Experienced Required	Training Substitute for Experience
Always	27%	0%
Usually	27%	18%
Sometimes	36%	55%
Never	9%	27%

**Required Training or Certification** 

Among the training required by employers were State License, x-ray Certification, RDA, Radiology Certification, x-ray license, and Mammography License. The average length of training required was 17 months.

### Recognized Related Work Experience

Acceptable work experience by employers were in Neurology x-ray, Dental Assistant, or in medical field. Employers who require previous experience seek an average of 12 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
18%	Associate Degree (2 years)
27%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

Essential: knowledge of transferring techniques in moving patients and safe equipment operating practices; possession of State Certificate and public contact skills; ability to use film development equipment. **Important:** knowledge of CT scanning, record keeping, MRI and perform fluoroscopic simulation; ability to work with very ill patients.

### **Licensing / Certifications**

License is issued by the State Department of Health Services. Requirements include completing of a State approved radiation therapy program and passing a written examination in Therapeutic Radiologic Technology. Successful candidates receive the title Certified Radiologic Technologist. Those who also pass the certification exam given by the American Registry of Radiologic Technologists become registered.

### SIC

Where the Jobs Are **Description** 

%

55 Gen. Medical & Surgical Hosp.

8062 8011

37 Offices & Clinics of Medical Doctor

8 Others

### **Training Sources**

Training can be obtained through hospitals, colleges and universities, vocational-technical institutes, and the Armed Forces. Most programs are two years in length. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### **Recruitment Methods**

Most employers recruit applicants through word of mouth, hospitals, laboratories, and schools.

## Description

Receptionists and information clerks answer inquiries and obtain information for the general public (customers, visitors and other interested parties) concerning activities conducted at an establishment, location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

### **Alternate Job Titles**

Customer S tient Servic

			114500			
Service Representative, Reservation Clerk, Pa-					Range	Median
ce Representative, and Patient Coordinator.			New, No Experience Union	\$5.75 to \$8.63	\$6.25	
Benefits			New, Experienced Union	\$5.75 to \$9.50	\$6.63	
Employer Employee Shared Pays All Pays All Cost		3 Years with Firm Union	\$6.00 to \$12.08	\$8.50		
	FT	FT	FT			

Wages

Hours

Delicitis							
	Employer Pays All	Employee Pays All	Shared Cost				
	FT	FT	FT				
Medical	<b>50</b> %	0%	<b>25</b> %				
Dental	<b>40</b> %	0%	20%				
Vision	25%	0%	10%				
Life	25%	<b>5</b> %	25%				
Sick Leave	<b>85</b> %	0%	0%				
Vacation	90%	0%	0%				
Retirement	<b>40</b> %	0%	15%				
Child Care	0%	0%	0%				
Other	10%	0%	15%				

	Time	Time	On Call	Seasonal
% of all Employees	84	10	0	6
Average Hours per week	39	23	0	40

Other: 401 K Plan and Holidays.

**Promotional Opportunities** 

36% Promote

64% Don't Promote

Promotional opportunities may lead to positions such as Secretary, Office Manager, and Supervisor.

Shifts

95% of the employers had day-shift; 9% had swing-shift; 0% had graveyard- shift, and 5% had Other-shift (8 am to 8 pm).

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult** Inexperienced: Not Difficult

### **Computer Software Sought**

Almost all employers prefer applicants who are skilled in Windows, Medical Manager, Network Reservation System, Disso-Master, DOS, Quicken, and word processing applications. Knowledge of spreadsheet and database applications are especially valuable for many employers. Note: Applicants with a large and varied knowledge of computers and applications will have the greatest opportunities for advancement and employment.

### **Employment Trends**

### **EDD Projections**

1999 Size: Large - Approximately 170 employees 1999 Growth Rate: 2.9% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 60 Job openings

**Turnover: 12%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	27%	18%	55%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	11	Secretarial, Clerical and Insurance.
If Required or Preferred will Training Substitute For Experience?	80%		20%	7	

chnical / Vocational Training Required	5%	9%	86%	5	Secretary	
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### Education

Minimum level of education required by employers when hiring an applicant:

18%	Less than High School
82%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

None.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of interpersonal communication techniques, correct grammar, punctuation & spelling, and computer; possession of customer service skills; ability to interpret company rules/policies and prepare business correspondence.

**Important:** ability to follow/give instructions, operate business machines, operate multiple phone system, and speak second language fluently.

**Other:** knowledge of record keeping skills; ability to organize and work with detailed office.

## Training Sources

Training can be obtaind through 2-year technical or community college; private business; and secondary/adult school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are

SIC	%	Description
8011	13	Offices & Clinics of Medical Doctor
8062	12	General Medical & Surgical Hospital
8021	9	Offices and Clinics of Dentists
8211	6	<b>Elementary and Secondary Schools</b>
8331	5	Job Training and Related Services

#### Recruitment Methods

Others

95%	Newspaper Ads
91%	Walk-In Applicants
41%	Employee Referrals/EDD

87% Female

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

### Alternate Job Titles

School Nurse and Nurse Level I, II, III.

Benef	ìts		
	Employer Pays All	Employee Pays All	Shared Cost

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>29</b> %	7%	<b>57</b> %
Dental	29%	0%	43%
Vision	<b>36</b> %	0%	7%
Life	<b>36</b> %	0%	0%
Sick Leave	93%	0%	0%
Vacation	86%	0%	0%
Retirement	<b>50</b> %	0%	14%
Child Care	0%	7%	0%
Other	14%	0%	0%

Other: 401 K Plan.

**Promotional Opportunities** 

31% Promote

69% Don't Promote

Promotional opportunities may lead to positions such as Charge Nurse, Head Nurse, Supervisor, Manager Suporter, and Clinic Coordinator.

### Computer Software Sought

Most employers prefer applicants who are skilled in specific medical software. Many employers prefer applicants who are skilled in word processing. Some prefer applicants who are skilled in database applications.

Wages		
	Range	Median
New, No Experience Union	\$14.00 to \$ 17.65	\$16.00
New, Experienced Union	\$14.38 to \$22.66	\$17.74
3 Years with Firm Union	\$13.00 to \$27.12	\$20.00

Unionization is negligible for this occupation

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	58	13	29	0
Average Hours per week	40	22	11	0

#### Shifts

88% of the employers had day-shift; 19% had swing-shift; 13% had graveyard- shift, and 13% had Other-shift (12 hrs shift and flexible schedule).

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

#### Employment Trends

#### **EDD Projections**

**1999** Size: Very Large - Approximately 540 employees **1999** Growth Rate: 21.7% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 490 Job openings

**Turnover: 1**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	50%	31%	19%	18	
If Required or Preferred, Is Experience in other Occupations Accepted?	27%		73%	24	RN License and Nursing Program.
If Required or Preferred will Training Substitute For Experience?	46%		54%	11	

Technical / Vocational Training Required	94%	0%	6%	15	LVN, Nurse or Home Health Aide
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#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
19%	HS or Equivalent
63%	Associate Degree (2 years)
19%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Licensed Registered Nurse. Applicants must complete a professional nursing program in approved school of nursing or by additional preparation by licensed vocational nurses or military corpsmen.

### Desired Qualifications Based on Employers Responses

Essential: knowledge of medical tests or procedures, institutional care procedures, health/sanitation procedures, clinical problem solving techniques, body responses variations, interpersonal communication techniques, and patient observation procedures; possession of IV Certificate; ability to administer medications/treatments and analyze medical data/patient activity.

**Important:** knowledge of basic math skills; possession of oral communication skills; ability to maintain medical records, handle crisis situations, work independently, and work as a team.

**Other:** knowledge of variety of cultures; possession of second language fluency; ability to follow/give instructions.

#### Where the Jobs Are

SIC % Description

8062 81 General Medical & Surgical Hospital

19 Others

### Training Sources

Training can be obtained through 2-year technical or community college; private business; 4-year college or university, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

81%	Newspaper Ads
50%	Walk-In Applicants
38%	School, Program Referrals



# **ES 323020**

2 Employers Surveyed

47 Jobs Represented

17% Female

**83% Male** 

### Description

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

### Alternate Job Titles

No alternate job titles were reported.

Benefits						
	Employer Pays All	Employee Pays All	Shared Cost			
	FT	FT	FT			
Medical	0%	0%	100%			
Dental	0%	0%	100%			
Vision	100%	0%	0%			
Life	100%	0%	0%			
Sick Leave	100%	0%	0%			
Vacation	100%	0%	0%			
Retirement	100%	0%	0%			
Child Care	0%	0%	0%			

Promotional Opportunities

100% Promote

Other

0% Don't Promote

0%

Promotional opportunity may lead to a position such as Patient Care.

Wages		
	Range	Median
New, No Experience Union	\$12.50 to \$13.50	\$12.96
New, Experienced Union	\$17.50 to \$17.50	\$17.50
3 Years with Firm Union	\$18.75 to \$20.00	\$19.42

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	81	0	19	0
Average Hours per week	40	0	10	0

### Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Insufficient Data** Inexperienced: Not Difficult

### **Computer Software Sought**

All employers prefer applicants who are skilled in database applications.

# **Employment Trends**

## **EDD Projections**

**2000** Size: N/A

2000 Growth Rate: N/A

2000 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 0%** annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	100%	0%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	100%		0%	11	

Technical / Vocational Training Required	100%	0%	0%	11	License and Certification
9 1					

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
100%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Licensing / Certifications

Respiratory Care Practitioner License. Applicants must graduate from a respiratory therapy school reviewed and approved by the Board. Applicants who have graduated must have received a C or better in each course in the respiratory curriculum and its prerequisites.

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of biology, mathematics, chemistry, and physics; possession of Certificate; mechanical ability, and manual dexterity ability to compute medication dosages, and calculate gas concentrations, to detect complications in patients, provide personal services to patients, pay attention to detail, follow instructions, and work as part of team.

#### Where the Jobs Are

SIC % Description

8062 100 General, Medical & Surgical Hospital

### Training Sources

Training can be obtained through postsecondary level by hospitals, medicla schools, colleges and universities, trade schools, vocational-technical institutes, and the Armed Forces. Most the programs last 2 years and leads to an associate Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Recruitment Methods

100%	Employee Referrals
100%	Newspaper Ads
100%	School, Program Referrals

# **OES 878080**

9 Employers Surveyed

97 Jobs Represented

0% Female 100% Male

Description

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, sidings, and walls with materials to bind, seal, insulate, or soundproof sections of structures.

### Alternate Job Titles

Composition Worker/Built-Up, Composition, and Built-Up Workerman.

Wages		
	Range	Median
New, No Experience Union		
New, Experienced Union	\$5.75 to \$13.00	\$9.00
3 Years with Firm Union	\$9.00 to \$9.00	\$16.00

Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>33</b> %	0%
Dental	7%	0%
Vision	13%	0%
Life	13%	0%
Sick Leave	7%	0%
Vacation	<b>87</b> %	0%
Retirement	7%	0%
Child Care	0%	0%
Other	0%	0%

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	95	5	0	0
Average Hours per week	43	25	0	0

Promotional Opportunities

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Journeyman and Foreman.

Shifts

No data available.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult

Employment Trends

## Computer Software Sought

No computer skills were reported.

### **EDD Projections**

1998 Size: Large - Approximately 100 employees

1998 Growth Rate: 0% - Remain stable

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job openings

**Turnover: 3**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	56%	0%
Usually	11%	22%
Sometimes	33%	56%
Never	0%	22%

### Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were either in roofing, composition, or laying title. Employers who require previous experience seek an average of 23 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of safe work practices; possession of roofing skills; ability to apply asphalt felts and coatings, apply composition roofing materials, climb to high places and use hand tools.

**Important:** knowledge of carpentry; ability to work with close supervision and tolerate unpleasant odors.

**Other:** possession of a reliable vehicle; ability to perform strenuous, physically demanding work.

### Licensing / Certifications

None, however, to become a Roofing Contractor applicant must have (1) fours years verifiable experience at the journey level within the last 10 years; (2) exam is a three-hour trade test and a three-hour business operation test; (4)\$7,500 License Bond, and (5) requires Asbestos Certification if working with asbestos.

#### Where the Jobs Are

SIC % Description

1761 100 Roofing, Sliding & Sheet Metal Wo

### Training Sources

Training can be obtained through an apprenticeship program that consist of a minimum of 2,000 hours on-the-job training annually, plus 144 hours of classroom instruction a year. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Recruitment Methods

All employers recruit unsolicited applicants. Most recruit through newspaper ads.

# DES 490112

25 Employers Surveyed

**467 Jobs Represented** 

70% Female

**30% Male** 

### Description

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

### **Alternate Job Titles**

No alternate job titles were reported.

Wages				
	Range	Median		
New, No Experience Union	\$5.75 to \$13.25	\$5.75		
New, Experienced Union	\$5.75 to \$15.50	\$6.00		
3 Years with Firm Union	\$6.00 to \$24.00	\$7.50		

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>76</b> %	12%
Dental	24%	0%
Vision	20%	0%
Life	24%	0%
Sick Leave	<b>76</b> %	4%
Vacation	80%	4%
Retirement	20%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	60	40	0	0
Average Hours per week	40	24	0	0

**Promotional Opportunities** 

No computer skills were reported.

72% Promote

28% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Manager.

Shifts No data available.

**Supply and Demand** 

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

**Employment Trends** 

### **EDD Projections** Computer Software Sought

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 24**% annually, based on employers responses.

Emperiore and Training of Employers trespondes				
	Experienced Required	Training Substitute for Experience		
Always	4%	80%		
Usually	0%	4%		
Sometimes	12%	8%		
Never	84%	8%		

### Required Training or Certification

None.

### Recognized Related Work Experience

Acceptable work experience by employers were in any occupation related to this field. Employers who require previous experience seek an average of 5 months.

### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of sales techniques and cash register operation; possession of customer service skills and good grooming skills; ability to make change.

**Important:** knowledge of basic math; possession of oral communication skills and attention to detail; ability to work as part of a team and stand 2 or more hours.

**Other:** ability to work independently, lift at least 10lbs, and read/follow instructions.

### Licensing / Certifications

None.

### Where the Jobs Are

SIC % Description

Not Available Data

# Training Sources

Trainees usually develop the necessary skills on the job.

#### Recruitment Methods

Almost all employers recruit unsolicited applicants, through employees' referrals and newspaper ads.

Magag

### Description

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filling correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

### Alternate Job Titles

Customer Service Representative, Escrow Assistant, Office Assistant, Receptionist, Assistant Director, and Summer Counselor.

vvages		
	Range	Median
New, No Experience Union	\$5.25 to \$9.50	\$6.70
New, Experienced Union	\$5.50 to \$10.50	\$8.00
3 Years with Firm Union	\$7.00 to \$14.75	\$9.68

### Benefits

#### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	90%	10%
Dental	75%	10%
Vision	<b>45</b> %	<b>5</b> %
Life	40%	5%
Sick Leave	<b>70</b> %	10%
Vacation	90%	10%
Retirement	55%	10%
Child Care	0%	0%
Other	N/A	N/A

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1. 1997.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	86	8	3	4
Average Hours per week	40	28	10	40

### Promotional Opportunities

#### 46% Promote

54% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Coordinator, and Office Manager. However, in smaller offices, advancement may be limited to gradual increases in responsibility and pay.

Computer Software Sought

All employers prefer applicants who are skilled in word

spreadsheet programs is especially valuable as well. Note: Applicants with a large and varied knowledge of com-

puters and applications will have the greatest opportunities

processing applications. Knowledge of database and

for employment and advancement.

### No data available.

Shifts

### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult

### 10

## Employment Trends

### **EDD Projections**

**1997** Size: Very Large - Approximately 400 employees **1997** Growth Rate: 3.6% - Slower than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 140 Job openings

**Turnover: 37**% annually, based on employers responses.

SECRETARIES, GENERAL

	Experienced Required	Training Substitute for Experience
Always	13%	4%
Usually	33%	29%
Sometimes	42%	46%
Never	13%	21%

#### Education

Minimum level of education required by employers when hiring an applicant:

4%	Less than High School
75%	HS or Equivalent
4%	Associate Degree (2 years)
4%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

Certification for entry-level office skills is available through the Office Proficiency Assessment and Certification (OPAC) program offered by Professional Secretaries International (PSI). As secretaries gain experience, they can earn the designation Certified professional Secretary (CPS) by passing a series of examinations given by the Institute for certifying Secretaries, a department of PSI.

#### Required Training or Certification

Training prospects vary by industry. Employers surveyed required word processing training, computer literacy, accounting general billing, and front office certificate. Specific industry required 15 units in child development. The average length of training required was 10 months.

#### Recognized Related Work Experience

Acceptable work experience by employers were in Clerical position, Receptionist, Office Assistant, Customer Service or attending 15 units in college. Employers who require previous experience seek an average of 15 months.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of English grammar, spelling & punctuation, record keeping, personal computers, basic math, and techniques of organization & planning; possession of proofreading skills, filing skills, and communication skills; ability to maintain an appointment calendar and prepare business correspondence.

**Important:** knowledge of management skills; possession of telephone skills; ability to interact well with others, work with close supervision, write effectively, work under stress situation, and follow oral instructions.

**Other:** knowledge of bookkeeping procedures, insurance policies, billing procedures, escrow & title functions, internet, and AR/AP procedures; possession of Spanish language fluency.

#### Training Sources

Training ranges from high school vocational programs that teach office practices to 1-to-2-year programs in secretarial science offered by business schools, vocational-technical institutes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

## Where the Jobs Are Description

SIC

		_
8211	20	Elem. & Sec. Schools
9030	7	Local Government
8661	6	Religious Organizations
8062	6	General Medical & Hosp.
	61	Others

#### Recruitment Methods

Most employers recruit applicants through newspaper ads.

## Description

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

#### Alternate Job Titles

Fabricators, Shear Operator, Flamecutters, Fabricators, and Air Cond. Refrigeration Technician.

# Range Median New, No Experience Union \$5.00 to \$25.00 \$6.89 New, Experienced Union \$6.00 to \$37.00 \$8.50 3 Years with Firm Union \$7.50 to \$37.00 \$11.00

#### Benefits

#### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	100%	0%
Dental	<b>50</b> %	0%
Vision	<b>30</b> %	0%
Life	20%	0%
Sick Leave	<b>40</b> %	0%
Vacation	90%	0%
Retirement	<b>30</b> %	0%
Child Care	10%	0%
Other	N/A	N/A

Unionization is negligible for this occupation in Madera County; however, union pays at top wage. Note: Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	38	0	0	0

#### Promotional Opportunities

42% Promote

58% Don't Promote

Promotional opportunities may lead to positions such as Leadman, Department Foreman, and Senior Positions. Also, promotions or advancements may be enhanced if workers continue to broaden and improve their skills.

Computer Software Sought

No computer skills were reported.

## Shifts

No data available.

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: A Little Difficult

#### Employment Trends

#### **EDD Projections**

**1997** Size: Large - Approximately 130 employees

**1997** Growth Rate: 4.1% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 15 Job openings

**Turnover: 15**% annually, based on employers responses.

SHEET METAL WORKERS



	Experienced Required	Training Substitute for Experience
Always	42%	8%
Usually	17%	0%
Sometimes	33%	75%
Never	8%	17%

## Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School	
100%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

#### Licensing / Certifications

None.

#### Training Sources

Training can be obtained through apprenticeship program, which consists of 4 or 5 years of on-the-job training and a minimum of 144 hours per year of classroom instruction. Apprenticeship programs, administered in each area by the local Sheet Metal Joint Apprenticeship Committee, include practical work experience supplemented by related classroom instruction. A relatively small number of persons pick up the trade informally, usually by working as helpers to experienced sheet metal workers. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Required Training or Certification

Conditioning Technician, Machine Shop Experience, or Installers. Employers who require previous experience seek an average of 9 months.

#### Recognized Related Work Experience

Acceptable work experience by employers were Welder, Machine Operator, Fabricator, Air Conditioning Technician, Machine Shop Experience, or Installers. Employers who require previous experience seek an average of 9 months.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of safe equipment operating practices; possession of good eye hand coordination, mechanical and spatial aptitudes, sheet metal working & welding skills, and manual dexterity; ability to use power hand tools.

**Important:** knowledge of shop math; ability to lift 50lbs. repeatedly, stand for prolonged periods, and work with close supervision. **Other:** ability to read/follow instructions, work under pressure, and write legibly.

#### Where the Jobs Are

SIC	%	Description
3585	37	Refrigeration & Heating Equip.
3556	30	Food Products Machinery
1761	16	Roofing, Siding, & Sheet Metal
	17	Others

#### Recruitment Methods

Many employers recruit applicants through Private Industry Council, word of mouth, and walk-ins.



## DES 630320

1 Employers Surveyed 10% Female

69 Jobs Represented

**90% Male** 

#### Description

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

#### Alternate Job Titles

No alternate job tittles were reported.

Benefits			
	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	100%	0%	0%
Dental	100%	0%	0%
Vision	100%	0%	0%
Life	0%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	0%	0%	100%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

100% Promote

0% Don't Promote

Promotional opportunities may lead to positions such as Sergeant and Lieutenant.

**Computer Software Sought** 

No computer skills were reported.

Wages		
	Range	Median
New, No Experience Union	\$14.38 to \$14.38	\$14.38
New, Experienced Union	\$15.86 to \$\$15.86	\$15.86
3 Years with Firm Union	\$19.29 to \$19.29	\$19.29

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

#### Shifts

100% of the employers had day-shift; 100% had swingshift; 100% had graveyard- shift, and 0% had Other-shift.

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Very Difficult

## **Employment Trends**

#### **EDD Projections**

1999 Size: Medium - Approximately 70 employees 1999 Growth Rate: 2.4% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover: 7**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A		N/A%	N/A	Basic Law Enforcement Academy.
If Required or Preferred will Training Substitute For Experience?	0%		0%	N/A	

chnical / Vocational Training Required 100% 0% 0% 4
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#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of foreign accents, public contact skills, variety of cultured, firearms. weapons; possession of a firearms qualifications card; ability to pass a psychological interview, resolve conflicts, pass a physical performance test, pass a pre-employment medical examination, and use investigation techniques.

**Important:** knowledge of interviewing skills; ability to provide first aid/CPR auxiliary to related job duties and ability to enforce laws, ordinances & regulations.

**Other:** knowledge of conflict resolution techniques; ability to oral/written communication skills and active listening techniques.

#### Where the Jobs Are

SIC % Description

9030 100 Local Government

#### Training Sources

Trained can be obtained through 2-year technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Recruitment Methods

The three most successful methods:

100%	In-House promotion or Transfer
100%	Newspaper Ads
100%	Police Academy

8 Employers Surveyed

21 Jobs Represented

81% Female

**19% Male** 

#### Description

Social Workers - Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors.

#### Alternate Job Titles

Social Services Coordinator, Counselor, and Medical Social Worker.

Wages		
	Range	Median
New, No Experience Union	\$5.25 to \$16.75	\$10.50
New, Experienced Union	\$5.75 to \$18.50	\$11.38
3 Years with Firm Union	\$5.75 to \$28.50	\$14.00

#### **Benefits**

#### **Based on % of Responding Employers**

	Full Time	Part Time
Medical	88%	13%
Dental	<b>63</b> %	13%
Vision	<b>38</b> %	0%
Life	38%	13%
Sick Leave	<b>50</b> %	13%
Vacation	75%	13%
Retirement	<b>50</b> %	13%
Child Care	0%	0%
Other	N/A	N/A

Most firms pay between \$10.00 and \$15.00 range. However, there were a few that paid at much lower range because their required qualifications were much less than the norm for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	57	24	19	0
Average Hours per week	40	15	10	0

#### **Promotional Opportunities**

25% Promote

75% Don't Promote

Promotional opportunities may lead to positions such as Administrator and Supervisor.

#### Shifts

No data available.

#### **Supply and Demand**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult

#### **Employment Trends**

#### **EDD Projections**

**1997** Size: Medium - Approximately 70 employees **1997** Growth Rate: 4.8% – Faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 11**% annually, based on employers responses.

#### Computer Software Sought

Even though all employers prefer applicants who are skilled in word processing application, may, in addition to, prefer applicants with spreadsheet and database application knowledge.

1997

	Experienced Required	Training Substitute for Experience
Always	25%	25%
Usually	38%	50%
Sometimes	25%	25%
Never	13%	0%

#### Recognized Related Work Experience

Required Training or Certification

Acceptable work experience by employers were majors in related fields that satisfy hiring requirements in some firms. Employers who require previous experience seek an average of 18 months

A bachelor's degree is the minimum requirement for most positions. Among certification identified are CPR and First Aid. Employers surveyed required the employees to have an average of 33 months of train-

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
13%	HS or Equivalent
0%	Associate Degree (2 years)
74%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

Essential: knowledge of complex ruled/regulations, problem solving skills, family social work, and variety of cultures; possession of clean police record, valid driver's license and oral communication skills; ability to interview others for information and handle crisis situations. Important: knowledge of protective services for children/adults; possession of Spanish language fluency; ability to work independently.

#### Licensing / Certifications

Licensed Clinical Social Worker. Applicant must have (1) a Master's Degree from an accredited school of social work and (2) additional instruction as specified by law.

#### Training Sources

Training can be obtained through colleges. Entry into an MSW program requires a bachelor's in related field. Accredited BSW programs require at least 400 hours of supervised field experience. Master's programs usually last 2 years and include 900 hours of supervised field instruction, or internship. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	70	Description
9030	37	Local Government
8322	25	Individual & Family
8093	12	Specialty Outpatient Clin.
	26	Others

#### Recruitment Methods

Most employers recruit applicants through in-house promotion or transfer.

Description

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

#### **Alternate Job Titles**

Merchandise Replenishing Team, and Nursery Worker.

Wages				
	Range	Median		
New, No Experience Union	\$5.75 to \$7.00	\$5.75		
New, Experienced Union	\$5.75 to \$9.50	\$5.94		
3 Years with Firm Union	\$6.00 to \$14.00	\$7.50		

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>73</b> %	18%
Dental	<b>36</b> %	9%
Vision	<b>32</b> %	9%
Life	23%	9%
Sick Leave	<b>55</b> %	18%
Vacation	<b>68</b> %	18%
Retirement	<b>27</b> %	9%
Child Care	0%	0%
Other	N/A	N/A

Н	ours			
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	58	42	0	1
Average Hours per week	40	24	0	20

**Promotional Opportunities** 

68% Promote

32% Don't Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

Shifts

No data available.

**Supply and Demand** 

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

**Employment Trends** 

#### **Computer Software Sought**

A few employers prefer applicants who are skilled in word processing, spreadsheet and desktop publishing software's. Familiarity with computer software and applications is becoming increasingly important.

#### **EDD Projections**

1998 Size: Very Large - Approximately 210 employees

1998 Growth Rate: 0% Remain Stable 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 24**% annually, based on employers responses.

STOCK CLERKS - SALES FLOOR

	Experienced Required	Training Substitute for Experience
Always	0%	77%
Usually	0%	14%
Sometimes	23%	9%
Never	77%	0%

#### Required Training or Certification

None.

#### Recognized Related Work Experience

Acceptable work experience by employers were in the occupation or related field. Employers who require previous experience seek an average of 4 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
95%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of basic math record keeping, and inventory techniques; possession of customer service skills; ability to operate a fork lift and cash handling.

**Important:** ability to read and follow instructions, stand continuously for 2 or more hours, and lift at least 50lbs. repeatedly.

**Other:** possession of willingness to work with close supervision, oral communications skills, and familiarity with computers; ability to interpret and use single forms.

#### Licensing / Certifications

None.

## Where the Jobs Are

SIC % Description

5912 7 Drug Stores & Proprietary Stores

5311 28 Department Stores

5411 48 Grocery Stores

17 Others

#### Training Sources

Trainees usually develop the necessary skills on the job.

#### Recruitment Methods

Almost all employers recruit through employees' referrals. Most recruit unsolicited applicants.

## **OES 580230**

19 Employers Surveyed

216 Jobs Represented

50% Female

50% Male

Description

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports, Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

#### Alternate Job Titles

Benefits

Shipping & Receiving Worker, Inventory Control Technician, Customer Assistant, and Yard Worker.

Delicito						
	Employer Pays All	Employee Pays All	Shared Cost			
	FT	FT	FT			
Medical	<b>33</b> %	0%	61%			
Dental	22%	0%	<b>50</b> %			
Vision	17%	0%	28%			
Life	28%	0%	28%			
Sick Leave	61%	0%	0%			
Vacation	89%	0%	0%			
Retirement	22%	0%	<b>6</b> %			

Other: 401 K Plan.

Other

**Child Care** 

**Promotional Opportunities** 

0%

6%

53% Promote

47% Don't Promote

0%

0%

0%

**50%** 

Promotional opportunities may lead to positions such as Machinist, Mechanic, Load Builder, and Supervisor.

**Computer Software Sought** 

All employers prefer applicants who are skilled in word processing applications.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$9.00	\$7.00
New, Experienced Union	\$5.75 to \$9.97	\$7.00
3 Years with Firm Union	\$7.00 to \$10.99	\$8.50

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	62	1	0	38
Average Hours per week	41	23	0	40

Shifts

95% of the employers had day-shift; 21% had swing-shift; 16% had graveyard- shift, and 0% had Other-shift.

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

**Inexperienced: Moderately Difficult** 

#### Employment Trends

#### **EDD Projections**

1999 Size: Very Large - Approximately 220 employees

**1999** Growth Rate: 3.3% - Average **1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 50 Job openings

**Turnover: 3**% annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	11%	0%	89%	24	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	N/A	
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A	

chnical / Vocational Training Required 0% %	N/A	%	0%	echnical / Vocational Training Required
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#### Education

Minimum level of education required by employers when hiring an applicant:

63%	Less than High School
37%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

None.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of inventory & interpersonal techniques; ability to operate fork lift, package shipments, and organize goods/merchandise received into stock or inventory.

**Important:** knowledge of basic math and process/prepare forms; possession of customer service skills; ability to lift at least 50lbs. repeatedly. **Other:** knowledge of computers; possession of oral communication skills; ability to keep records, maintain files, and follow and read instructions.

#### Training Sources

Training can be obtained through private business, 2-year technical or community college, and adult/secondary school with voacational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
8062	14	General Medical & Surgical Hospital
5411	13	Grocery Stores
3585	7	Refrigeration and Heating Equipment
3556	6	Food Products Machinery
5211	5	Lumber and Other Building Materials

55 Others

#### Recruitment Methods

The three most successful methods:

95%	Walk-In Applicants
63%	Newspaper Ads
58%	Word of Mouth/Window Ad

Description

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under de direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as Surgical Technologists. Does not include Surgical Assistants who perform such tasks as retracting tissue, suturing skin, and suctioning blood during surgery.

#### **Alternate Job Titles**

No alternate job titles were reported.

**Benefits** 

	Employer Pays All	Employee Pays All	Shared Cost	
	FT	FT	FT	
Medical	0%	0%	100%	
Dental	0%	0%	100%	
Vision	100%	0%	0%	
Life	100%	0%	0%	
Sick Leave	100%	0%	0%	

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	100%	0%	0%
Life	100%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

### **Promotional Opportunities**

100% Promote

0% Don't Promote

Promotional opportunities may lead to positions such as RN and LVN (with furher education).

Wages		
	Range	Median
New, No Experience Union	\$12.30 to \$14.36	\$13.33
New, Experienced Union	\$12.80 to \$17.68	\$15.24
3 Years with Firm Union	\$13.86 to \$20.55	\$17.21

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	83	13	4	0
Average Hours per week	40	20	10	0

#### Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Insufficient Data** Inexperienced: Not Difficult

#### Computer Software Sought

Both employers prefer applicants who are skilled in database applications. One employer prefers applicants who are skilled in word processing.

## **Employment Trends**

#### **EDD Projections**

**2000** Size: N/A

2000 Growth Rate: N/A

**2000** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover:** 4% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	50%	50%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	100%		0%	12	

Technical / Vocational Training Required 100% 0% 12 Vocational and Certification	Technical / Vocational Training Required	100%	0%	0%	12	Vocational and Certification
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#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
100%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

Certification is voluntary by graduating from a formal program and passing a national certification examination. Continuing education or reexamination is required to maintain certification, which must be renewed every 6 years. Graduation from a Commission Accreditation of Allied health Education Programs (CAAHEP) is a prerequisite for a graduation.

#### Desired Qualifications Based on Employers Responses

Essential: knowledge of anatomy, medical terminology, and physiology, infection control, and surgical instruments; possession of certification and instrument sterilization skills, ability to check surgical equipment for proper operation, inventory surgical instruments, trouble-shoot and repair video equipment, to deal with trauma patients.

Important: possession of organizational skills; ability to follow oral technical instructions, handle crisis situations, apply transferring techniques moving patients, follow emergency procedures, and assisting in applying dressings.

**Other:** possession of oral communications skills; ability to work as a team, work weekends and holidays, interact well with patients and hospital staff, and ability to sit or stand for two or more hours.

#### Where the Jobs Are

SIC % Description

8062 100 General, Medical & Surgical Hospital

#### Training Sources

Training can be obtained through 2-year technical or community college; vocational schools, universities, hospitals, and the military. Programs last 9 to 24 months. Shorter programs are designed for students who are already licensed practical nurses or military personnel with the appropriate training. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Recruitment Methods

The three most successful methods:

100%	Newspaper Ads
100%	School, Program Referrals
100%	Walk-In Applicants

Description

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academics, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

#### **Alternate Job Titles**

No alternate job titles were reported.

Wages		
	Range	Median
New, No Experience	\$5.00 to \$13.75	\$6.20
Union	\$11.25 to \$16.25	\$15.38
New, Experienced	\$5.00 to \$13.75	\$7.48
Union	\$11.25 to \$17.75	\$11.99
3 Years with Firm	\$5.75 to \$14.75	\$9.15
Union	\$12.25 to \$19.00	\$14.38

**Benefits** 

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	100%	0%
Dental	100%	0%
Vision	<b>75</b> %	13%
Life	38%	0%
Sick Leave	100%	13%
Vacation	100%	0%
Retirement	88%	0%
Child Care	13%	13%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	91	9	0	0
Average Hours per week	41	15	0	0

**Promotional Opportunities** 

17% Promote

83% Don't Promote

Promotional opportunities may lead to positions such as Administrator or Principal. However, advancement requires achieving the appropriate education.

No data available.

Shifts

**Supply and Demand** 

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

**Employment Trends** 

#### Computer Software Sought

Many employers prefer applicants who are skilled in word processing applications.

### **EDD Projections**

1997 Size: Very Large – Approximately 890 employees **1997** Growth Rate: 2.4% - Slower than average Note: However the current trend in California toward class size reduction should be soon reflected in general teacher shortages, indicating a good outlook for credentialed teachers.

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 260 Job openings

**Turnover: 17%** annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	25%	8%
Usually	33%	8%
Sometimes	33%	58%
Never	8%	25%

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
0%	Associate Degree (2 years)
50%	Bachelor's Degree (4 years)
25%	Graduate Study

#### Licensing / Certifications

The requirements for a credential to teach in California public class-rooms are: For Five Year Preliminary: (1) BA degree; (2) Teacher Preparation Program; (3) California Basic Education Test (CBEST); (4) U.S. Constitution education; (5) Teaching of Reading; (6) Subject-Matter Competence (MSAT): For Professional Clear: (7) Fifth year of study including; special education, health education, and computer education course work (30) semester units. Credential is renewed about every five years with one-half of one year teaching experienced and 150 hours continuing education/staff development.

#### Required Training or Certification

Employers surveyed required Teaching Credentials, Bachelor Degree, and child development units in college. The average length of training required was 40 months.

#### Recognized Related Work Experience

Acceptable work experience by employers were in Teaching, units in Child Care Development, or in Day Care Center employment. Employers who require previous experience seek an average of 9 months.

#### Desired Qualifications Based on Employers Responses

**Essential:** Knowledge of classroom management, audiovisual teaching techniques, grading standards, tutoring techniques, early childhood development, and variety of cultures; possession of State Teacher's Certification, oral communication skill, and patience; ability to administer first aid and write effectively.

**Important:** knowledge of problem solving techniques, record keeping and algebra; possession of artistic and musical skills.

**Other:** knowledge of counseling techniques; possession of Spanish language fluency; ability to analyze and solve problems, work long hours, and interact well with others.

#### Where the Jobs Are

SIC % Description

8211 100 Elementary & Secondary Schools

#### Training Sources

Many colleges and universities offer graduate programs in teacher education. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Recruitment Methods

Almost all employers recruit applicants through newspaper ads.

Wages

Union

Union

Union

Hours

New, No Experience

New, Experienced

3 Years with Firm

% of all Employees

**Average Hours** 

per week

Median

\$13.35

\$18.74

\$28.54

Seasonal

0

0

Range \$13.35 to \$13.35

\$18.74 to \$18.74

\$28.54 to \$28.540

**Part** 

Time

17

25

Temp or

On Call

0

0

Special Education Teaches teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

#### Alternate Job Titles

No alternate job titles were reported.

Benefits							
	Employer Pays All	Employee Pays All	Sha C				
	ET	ET					

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	0%	0%	100%
Life	0%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

## **Promotional Opportunities**

100% Promote

0% Don't Promote

Promotional opportunity may lead to position such as Administrator.

# Shifts

**Full** 

Time

83

40

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Insufficient Data** Inexperienced: Very Difficult

#### Computer Software Sought

The employer prefers applicants who are skilled in word processing, database and desktop applications.

## **Employment Trends**

#### **EDD Projections**

**2000** Size: Large - Approximately 120 employees 2000 Growth Rate: 6.1% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover: 0%** annually, based on employers responses.







	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	100%	0%	24	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	12	Teaching
If Required or Preferred will Training Substitute For Experience?	100%		0%	60	

chnical / Vocational Training Required 0% 0% 100%	0	0%	0%	Technical / Vocational Training Required
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#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
0%	Associate Degree (2 years)
100%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certifications**

The requirements for a credential to teach in California public class-rooms are: For Five Year Preliminary: (1) BA degree; (2) Teacher Preparation Program; (3) California Basic Education Test (CBEST); (4) U.S. Constitution education; (5) Teaching of Reading; (6) Subject-Matter Competence (MSAT): For Professional Clear: (7) Fifth year of study including; special education, health education, and computer education course work (30) semester units. Credential is renewed about every five years with one-half of one year teaching experienced and 150 hours continuing education/staff development.

#### Desired Qualifications Based on Employers Responses

**Essential:** possession of CPR and first aid techniques, English grammar and spelling skills, verbal communication and writing skills, and supervisory skills; ability to work independently, perform basic mathematical calculations, perform repetitive work, and ability to handle crisis situations.

**Important:** possession of organizational and time management skills, problem solving, and record keeping; attention to detail, and multicultural familiarity.

#### Where the Jobs Are

SIC % Description

8211 100 Elementary and Secondary Schools

#### Training Sources

Many colleges and universities offer graduate programs in teacher education. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Recruitment Methods

The three most successful methods:

100%	Newspaper Ads

Mages

#### Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks

#### Alternate Job Titles

Pump Installer & Field Repair.

Ben	efits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	<b>50</b> %	<b>6</b> %	31%
Dental	<b>25</b> %	<b>6</b> %	19%
Vision	13%	0%	13%
Life	<b>50</b> %	0%	13%
Sick Leave	19%	0%	0%
Vacation	<b>75</b> %	0%	0%
Retirement	<b>38</b> %	<b>6</b> %	0%
Child Care	0%	0%	0%
Other	<b>50</b> %	0%	0%

Other: 401 K Plan.

**Promotional Opportunities** 

6% Promote

94% Don't Promote

Promotional opportunity may lead to a position such as Boom Truck Operator.

wages		
	Range	Median
New, No Experience Union	\$8.00 to \$11.25	\$9.00
New, Experienced Union	\$8.00 to \$13.75	\$10.00
3 Years with Firm Union	\$10.00 to \$16.25	\$12.00
	1 . 1 1	1011. 1.

In Madera County firms related to agricultural field tend to pay a percentage of the load, which is usually 25% to 28% of the load. Also, firms tend to pay per mile rather than by the load.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	92	0	0	8
Average Hours per week	44	0	0	40

#### Shifts

63% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 38% had Other-shift (Flexible schedule depending on needs).

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

#### Computer Software Sought

No computer skills were reported.

# Employment Trends EDD Projections

1999 Size: Very Large - Approximately 300 employees

1999 Growth Rate: 1% - Slower than average

**1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 50 Job openings

**Turnover: 10**% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	69%	31%	0%	19	
If Required or Preferred, Is Experience in other Occupations Accepted?	13%		88%	11	Class A License, and Truck School.
If Required or Preferred will Training Substitute For Experience?	6%		94%	2	

Technical / Vocational Training Required 38% 0% 63% 15 Driver
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#### Education

Minimum level of education required by employers when hiring an applicant:

63%	Less than High School
38%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Licensing / Certifications

All heavy truck drivers are required to obtain a special Commercial Driver's License (CDL) from the State in which they live. To qualify for a CDL, applicants must pass a knowledge test and demonstrate that they can operate a commercial truck safely. The U.S. Department of Transportation establishes minimum qualifications for truck drivers who are engaged in interstate commerce. A driver must be at least 21 years old and pass a physical examination. Good hearing, 20/40 vision with or without glasses or corrective lenses, normal use of arms and legs (unless a waiver is obtained), and normal blood pressure are the main physical requirements. In addition, drivers must take a written examination on the Motor Carrier Safety Regulations of the U.S. Department of Transportation.

#### **Training Sources**

Training can be obtained through private and public technical-vocational schools. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of safety procedure, record keeping, and driving log book; possession of good DMV record; ability to drive tractor-trailer trucks, long distance truck driving, loading/unloading freight, and lift at least 75 lbs.

**Important:** knowledge of basic mathematical computations and local streets; possession of map reading skills; ability to read/follow instructions, and read invoices.

**Other:** knowledge of weights and measurements; ability to complete forms and work independently.

#### Where the Jobs Are

SIC	%	Description
DIC	70	Description

4213 33 Trucking, except Local

4212 26 Local trucking, without Storage

41 Others

#### Recruitment Methods

The three most successful methods:

94%	Walk-In Applicants
75%	Employee Referrals
56%	Word of Mouth



## **OES 971050**

18 Employers Surveyed

66 Jobs Represented

20% Female

80% Male

Description

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

#### Alternate Job Titles

Delivery Drivers, Boom Truck Driver, Rig Puller, Delivery, and Clean Up.

Wages			
	Range	Median	
New, No Experience Union	\$5.75 to \$11.50	\$6.00	
New, Experienced Union	\$5.75 to \$12.50	\$6.62	
3 Years with Firm Union	\$6.25 to \$15.00	\$8.50	

Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	61%	17%
Dental	28%	11%
Vision	17%	<b>6</b> %
Life	22%	<b>6</b> %
Sick Leave	<b>50</b> %	11%
Vacation	<b>67</b> %	11%
Retirement	<b>17</b> %	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	59	41	0	0
Average Hours per week	40	24	0	0

Promotional Opportunities

67% Promote

33% Don't Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

Shifts
No data available.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

fied applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

## Employment Trends

#### **EDD Projections**

1998 Size: Very Large - Approximately 220 employees

1998 Growth Rate: 2.9% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 60 Job openings

**Turnover: 30**% annually, based on employers responses.



#### Computer Software Sought

No computer skills were reported.

1998

	Experienced Required	Training Substitute for Experience
Always	17%	61%
Usually	17%	22%
Sometimes	11%	11%
Never	56%	6%

#### Required Training or Certification

Among the certification required were Class or B driver's license, Hazardous Chemical License, Certificate of Completion of Hazardous Material, and clean DMV record.

#### Recognized Related Work Experience

Acceptable work experience by employers were in the occupation or related field. Employers who require previous experience seek an average of  $8\,$  months.

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of record keeping; possession of map reading skills and oral communication skills; ability t read/follow instructions, work independently, write legibly, read invoices, and load/unload freight.

**Important:** possession of public contact skills; ability to work on a timely fashion and lift at least 25 lbs.

**Other:** knowledge of local streets and product knowledge; possession of a good DMV record.

#### Licensing / Certifications

None.

## Where the Jobs Are

SIC % Description

5531 5 Auto & Home Supply Stores

5211 6 Lumber & Other Building Materials

2711 11 Newspapers

4212 16 Local Trucking, Without Storage

62 Others

#### Training Sources

Trainees usually develop the necessary skills on the job.

#### Recruitment Methods

Almost all employers recruit unsolicited applicants. Most recruit by employees' referrals and newspaper ads.

#### Description

Retail Vehicle Salespersons sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, including tax, trade-in allowance, license fee, and discount, and requirements for financing payment of the vehicle on credit. Does not include workers who primarily sell vehicle parts and accessories.

#### Alternate Job Titles

No alternate job titles were reported.

Wages				
	Range	Median		
New, No Experience Union	\$5.75 to \$11.50	\$5.75		
New, Experienced Union	\$5.75 to \$13.50	\$5.75		
3 Years with Firm Union	\$5.75 to \$15.25	\$5.75		

#### Benefits

**Based on % of Responding Employers** 

	Full Time	Part Time
Medical	<b>54</b> %	0%
Dental	<b>46</b> %	0%
Vision	15%	0%
Life	15%	0%
Sick Leave	38%	0%
Vacation	<b>54</b> %	0%
Retirement	23%	0%
Child Care	0%	0%
Other	N/A	N/A

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	97	3	0	0
Average Hours per week	44	15	0	0

#### Promotional Opportunities

No computer skills were reported.

38% Promote

62% Don't Promote

Promotional opportunity may lead to a position such as Manager.

Shifts

No data available.

#### Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult Inexperienced: A Little Difficult

#### Employment Trends

#### Computer Software Sought

1998 Size: N/A

1998 Growth Rate: N/A

**EDD Projections** 

**1998** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover: 26**% annually, based on employers responses.

	Experienced Required	Training Substitute for Experience
Always	31%	23%
Usually	15%	38%
Sometimes	31%	31%
Never	23%	8%

#### Required Training or Certification

None.

#### Recognized Related Work Experience

Acceptable work experience by employers were in the occupation or related field.. Employers who require previous experience seek an average of 12 months.

#### Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Desired Qualifications Based on Employers Responses

**Essential:** knowledge of inventory and sales techniques; possession of public contact skills, good grooming skills, and oral communications skills; ability to stand continuously for 2 or more hours

**Important:** knowledge of basic math; possess tact and patience; ability to deal with difficult customers, write legibly, and work on commission-only basis.

Other: possess computer familiarity.

#### Licensing / Certifications

None.

#### Where the Jobs Are

SIC % Description

Not Available Data

## Training Sources

Trainees usually develop the necessary skills on the job.

#### Recruitment Methods

Almost all employers recruit unsolicited applicants. Most recruit through newspaper ads.

Description

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

#### Alternate Job Titles

Donofito

Autobody Technician and Maintenance & Reel Builder.

wages		
	Range	Median
New, No Experience Union	\$6.00 to \$8.50	\$6.00
New, Experienced Union	\$6.50 to \$13.00	\$8.25
3 Years with Firm Union	\$8.50 to \$16.00	\$11.50

Benef	its		
	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	41%	0%	41%
Dental	12%	0%	29%
Vision	<b>6</b> %	0%	18%
Life	24%	0%	18%
Sick Leave	<b>53</b> %	0%	0%
Vacation	100%	0%	0%
Retirement	24%	0%	12%
Child Care	0%	0%	0%
Other	29%	0%	<b>6</b> %

child Care	0%	0%	0%	Average Hours per week	40
)ther	<b>29</b> %	0%	6%	per week	

**Promotional Opportunities** 

65% Promote

Other: 401 K Plan and Holidays.

35% Don't Promote

Promotional opportunities may lead to positions such as into a higher level of Welding, Supervisor, Foreman, Estimator, and Senior Fabricator.

100% of the employers had day-shift; 18% had swingshift; 6% had graveyard- shift, and 0% had Other-shift.

**Full** 

Time

98

**Part** 

Time

0

0

Temp or

On Call

2

40

Seasonal

0

0

#### Supply and Demand

Shifts

Hours

% of all Employees

Average Hours

Degrees of difficulty employers have in finding qualified applicants:

**Experienced: Moderately Difficult Inexperienced: Moderately Difficult** 

#### **Computer Software Sought**

No computer skills were reported.

#### **Employment Trends**

#### **EDD Projections**

1999 Size: Large - Approximately 140 employees 1999 Growth Rate: 10% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 90 Job openings

**Turnover:** 11% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	82%	12%	6%	25	
If Required or Preferred, Is Experience in other Occupations Accepted?	19%		81%	12	Welding, ICAR, and ASE
If Required or Preferred will Training Substitute For Experience?	19%		81%	9	

Technical / Vocational Training Required	0%	18%	82%	3	Machinist, Mechanic, and Fabri-
					cator

#### Education

Minimum level of education required by employers when hiring an applicant:

71%	Less than High School
29%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certifications**

Certified Welder. A process whereby the employer sends a worker to an institution, such as an independent testing lab or technical school, to weld a test specimen to specific codes and standards required by the employer. The testing procedures are based on the standards and codes set by one of several industry associations with which the employer may be affiliated.

#### Desired Qualifications Based on Employers Responses

Essential: knowledge of metallurgical engineering principles, soldering techniques to electronics, metal shaping processes, and basic math; possession of Welder Certification; ability to operate precision measuring tools and equipment in industrial production, assemble metal components, combination weld, mechanical aptitude, and read blueprints/ technical drawings.

Important: knowledge of quality assurance techniques, fabrication techniques, Basic math computations, and fire suppression methods in industrial emergencies; ability to gas weld, and use hand/power tools. Other: knowledge of record keeping, and understanding operating manuals; ability of report writing, and move & lift heavy objects.

#### **Training Sources**

Training can be obtained through 2-year technical or community college, and adult school with vocational program. The Armed Forces operate welding schools as well. Training can range from a few days of school or on-the-job training for low skilled positions to several years of school and 0on-thr-job training for highly skilled jobs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are

SIC	%	Description
3585	52	Refrigeration and Heating Equipment
7692	17	Welding Repair
3523	8	Farm Machinery and Equipment
5012	7	Automobiles and Other Motor Vehicle

#### Recruitment Methods

Others

16

The three most successful methods:

94%	Walk-In Applicants
71%	Newspaper Ads
53%	Employee Referrals



# **Advanced Truck Driving School**

5755 West Barstow Ste 103 Fresno, CA 93722 (559)451-0778

Email Address: ADVNCDTRUCK@EARTHLINK.NET

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	Yes	ESL Courses	Yes
Job Placement	Yes	GED Assistance	No
Career Assessment	Yes	On-Site Child Care	No
Career Counseling	Yes	Online Registration	Yes

Professional Truck Driver	A 4 week training program which prepares students to take and pass the Class A written & driving test at D.M.V.



# **CA. School of Technology**

5465 East Hedges Avenue Fresno, CA 93727 (559)456-3902

Email Address: fmnunez@caschoolftech.net

Disabled Access	Yes	Tutorial Services Yes
Other Languages	No	ESL Courses Yes
Job Placement	Yes	GED Assistance No
Career Assessment	Yes	On-Site Child Care No
Career Counseling	Yes	Online Registration No

Administrative Assistant	Instructional and hands-on training in computer operating system, word processing, spreadsheets, presentations, databases, internet, email, office procedures & machines, business math, business letters, typing & ten-key
Building Maintenance	The primary focus of this program is the repair and maintenance of physical structures of industrial and residential establishments. Instructional & hands-on training in carpentry & finish work, plumbing, electrical, masonry, trouble-shooting & repair, routine equipment maintenance, custodial & grounds maintenance.
Custodial Maintenance	The primary focus of this program is keeping working environments in a clean & orderly condition. Instructional & hands-on training in cleaning procedures, operating motor-driven cleaning equipment, techniques for cleaning special surfaces & routine maintenance
Facility Maintenance	The primary focus of this program is the repair and maintenance of the physical structures of industrial & residential establishments. Instructional & hand-on training in carpentry & finish work, plumbing, electrical, masonry, trouble-shooting & repair, & routine equipment maintenance.
Full Charge Bookkeeper	Instructional & hand-on training in accounting, bookkeeping, computer operating system, word processing, spread-sheets, office procedures & machines, business letter, typing & ten-key.
Grounds Maintenance	The primary focus of this program is landscaping & grounds maintenance of private & public property. Instructional & hand-on training in landscape design & installation, soil preparation, grounds maintenance procedures, & routine equipment maintenance.
Office Assistant I	Instructional & hand-on Training in computer operating system, word processing, spreadsheets, internet, email, office procedures & machines, business letters, typing & ten-key.
Office Assistant II	Instructional & hand-on training in computer operating system, word processing, spreadsheets, internet, email, office procedures & machines, business letters, typing and ten-key.
Retail Sales Clerk	Instructional & hands-on training in human relations, sales process, communication, retail sales equipment, business math & ten-key.
Rough Construction	The primary focus of this program is the construction & repair of the physical structures of industrial & residential establishments. Instructional & hands-on training in rough carpentry, plumbing, electrical, masonry, & finish work.



# **Central Valley Opportunity Center**

455 South Pine, Suite 101A Fresno, CA 93637 (559) 674-0971

Email Address: cvoc4@cvoc.merced.ca.us

Disabled Access	Yes	Tutorial Services No
Other Languages	No	ESL Courses Yes
Job Placement	Yes	GED Assistance Yes
Career Assessment	Yes	On-Site Child Care No
Career Counseling	Yes	Online Registration No

Automotive Service and Repair	Introduction to automotive service and repair.
Business Occupations	Basic business computer operations and office skills.
Cooking Occupations	Basic principles and skills for food preparation and food service occupations.
Graphic Printer	Press operations, pre-press set-up, bindery and lay-out associated with graphic printing occupations
Welding and Industrial Mainte- nance	Introductory welding and metal fabrication course of instruction



2823 G Street Merced, CA 95340 (209) 383-4592

Email Address: fourthr@4thcrts.com

Disabled Access	Yes	Tutorial Services Yes
Other Languages	No	ESL Courses No
Job Placement	Yes	GED Assistance No
Career Assessment	Yes	On-Site Child Care No
Career Counseling	Yes	Online Registration No

Desktop Applications Specialist	Introduction to methods and techniques of data processing via word processing, electronic spreadsheets and database management.
Network/Technology Specialist	Introduction to methods and techniques of data processing via word processing, electronic spreadsheets, presentation, email & internet concepts, database management, web design, and network design.
Office Technology Specialist	Introduction to methods and techniques of data processing via word processing, electronic spreadsheets, presentation concepts, email concepts, internet concepts and database management.



# Fresno Institute of Technology

731 W. Shaw Ave. Clovis, CA 93512 (559) 297-4500

Email Address: admissions@fresnotech.com

Disabled Access	Yes	Tutorial Services	No
Other Languages	No	ESL Courses	No
Job Placement	Yes	GED Assistance	No
Career Assessment	No	On-Site Child Care	No
Career Counseling	No	Online Registration	No

Computerized Accounting	Trains students to perform duties in an entry- level accounting position.
Computerized Office Administration	Provides students with a wide variety of application software to gain an entry-level position in an office environment.
Data Communications Specialist	Students gain a technical understanding of data and voice networking and its practical application to business and industry.
Electronics System Technician	Provide training to become an entry-level electronic technician with a solid educational foundation in analog & digital electronics, semi-conductors, & microprocessing.
Health Insurance Specialist	Provides training for students who specialize in medical front office administration.
Heating Ventilation & Air Conditioning	Training students to be an entry-level HVAC technician.
Network Software Engineer	Training geared towards Microsoft Certification & System Administrator, responsible planning, installation, management, & troubleshooting of Microsoft Networks.
Pharmacy Technician	Provides training to prepare students for entry level employment in a pharmacy.



# **Gallen College**

1325 N. Wishon Fresno, CA 93728 (559) 264-9700

Email Address: galencollege@psnw.com

Disabled Access	No	Tutorial Services	Yes
Other Languages	No	ESL Courses	No
Job Placement	Yes	GED Assistance	No
Career Assessment	No	On-Site Child Care	No
Career Counseling	No	Online Registration	No

Dental Assistant	Administrative and Clinical Procedures.
Medical Assistant	Administrative and Clinical Procedures.



## **Golden State Truck Driver School**

909 Gateway Dr. Madera, CA 93638 (209) 722-0121

Email Address: gsts1995@aol.com

Disabled Access	No	Tutorial Services	Yes
Other Languages	No	ESL Courses	No
Job Placement	Yes	GED Assistance	No
Career Assessment	No	On-Site Child Care	No
Career Counseling	No	Online Registration	No

Commercial Truck Driver Training	6 weeks (250 clock hrs) entry level truck driver training program.



# **Goodwill of San Joaquin Valley**

1077 E. Shaw Ave. Fresno, CA 93710 (559) 224-0162

Email Address: camille@goodwill-sjv.org

Disabled Access	Yes	Tutorial Services No
Other Languages	No	ESL Courses No
Job Placement	Yes	GED Assistance No
Career Assessment	Yes	On-Site Child Care No
Career Counseling	Yes	Online Registration No

Office Technology/ Customer Service	16 weeks; classroom instruction in MS Word, Excel, plus office procedure and costumer service.
Retail Skills Training	12 weeks; self-paced modules which include classroom instruction and work based learning.



## **Hi-Tech Vocational Institute**

2478 North Marks Fresno, CA 93722 (559) 276-2886

Email Address: jacqui-hitech@email.msn.com

Disabled Access	Yes	Tutorial Services	No
Other Languages	Yes	ESL Courses	Yes
Job Placement	Yes	GED Assistance	No
Career Assessment	Yes	On-Site Child Care	No
Career Counseling	Yes	Online Registration	No

Automotive Technology	Automotive "Hands-on Training", licensure, certification in English or Spanish
Comprehensive Business Applications	Hands-on integrated computer/office/customer service program in English or Spanish
Emissions Technology	Automotive "Hands-on Training", licensure, certification to be a Smog Technician.



### **Madera Adult School**

200 South L Street Madera, Ca 93637 (559) 675-4425

Email Address: yonemura\_@madera.k12.ca.us

Disabled Access	No	Tutorial Services No
Other Languages	No	ESL Courses Yes
Job Placement	Yes	GED Assistance Yes
Career Assessment	Yes	On-Site Child Care No
Career Counseling	Yes	Online Registration No

Cabinetmaker	A woodworking course designed to meet the needs of students from the beginner to the advanced. Student learn to work safety in many areas of woodworking from beginning cabinets to construction.
Certified Nurse Assistant/Home Health Aide	Provides students with the knowledge & skills to pass a state certification test become employed as a nursing assistant &/or home health aide approved by the California State Department of Health & Education, consist of theory, laboratory practice & hospital experience.
Computer Operator	Intensive, short term business skills training program individualized to student needs today's most popular software program, certificate program general office, clerical specialist, bookkeeping/accounting, information systems, others; pre-employment/job skills.
Emergency Medical Technician	Entry level instruction for certification as an EMT 1A, study of the human body and its systems, how to care for the sick and injured, CPR & First Aide, practicum with Madera Community Hospital Emergency Room & Pistoresi Ambulance.
Instructional Assistant	Course will cover areas that will assist a student interest in becoming a teacher's aide learning styles, special education, English language development, child abuse law.
Medical Assistant	Front office skills medical terminology, medical keyboarding, tyiping med forms, medical office procedures, English review & composition, medical math, medical office simulation, office transcription, medical manager, word processing, spreadsheet, database, coding insurance billing.
Typist	A basic overall foundation for the individual typist to gain proper technique, acc speed & marketable typist skills.
Welding	Course will cover ARC welding, GAS welding, MIG & TIG, cutting galvanized, includes layout & blueprint reading.
Word Processor	Learn either Corel WordPerfect or MS Word from beginning to advanced skills including desktop publishing.



### **Microcomputer Educational Center**

2002 N. Gateway Blvd. Fresno, CA 93727 (559) 456-0623

Email Address: rtrevino@mced.com

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	No	ESL Courses	No
Job Placement	Yes	GED Assistance	No
Career Assessment	Yes	On-Site Child Care	No
Career Counseling	Yes	Online Registration	No

Accounting Clerk	This program introduces the student to Microsoft Office software applications, manual and computer accounting using Quickbooks Pro.
Administrative Medical Assistant I	This program introduces the student to Microsoft Office software applications and Medical front office environment with an emphasis on office procedures and billing.
Administrative Medical Assistant II	This program introduces the student to Microsoft Office applications and medical front office environment with an emphasis on medical office procedures and billing.
Computer Electronic Technician I	This program prepares students for entry level computer service positions. This course will also prepare students for A+ certification.
Computer Electronic Technician II	This program prepares students for entry level computer service & computer networking positions. This course will also prepare students for A+ certification.
Computer Electronic Technician III	This program prepares a student for A+ certification & Cisco Certified Network Associate (CCNA).
Introduction to Microcomputers	This program introduces the student to Microcomputer concepts & MS Windows.
Microcomputer Operator	This program prepares a student for A+ & MCP certification, system awareness, computer networking using Novel & Windows NT & 2000.
Microsoft Windows	This program introduces the student to microcomputer concepts and MS Windows.
Network Software Engineer	This program prepares the student for Microsoft Certified System Engineer - (MCSE) Certification.
Spreadsheet Applications	This program introduces the student to Spreadsheet applications using MS Excel. Also database management using MS Access.
Word Processing Application	This program introduces the student to Word Processing applications using MS Word and prepares a student for MOUS certification.
Word Processor	This program introduces the student to Microsoft Office software applications & prepares a student for MOUS certification.
Computerized Accounting Clerk	This program introduces the student to Microsoft Office software applications, manual and computer accounting using Quickbooks Pro.
Automated Office Specialist	This program introduces the student to Microsoft Office software applications and system awareness, computer networking using Novell and Windows NT & 2000.



# **Microcomputer Educational Center**

2002 N. Gateway Blvd. Fresno, CA 93727 (559) 456-0623

Email Address: rtrevino@mced.com

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	No	ESL Courses	No
Job Placement	Yes	GED Assistance	No
Career Assessment	Yes	On-Site Child Care	No
Career Counseling	Yes	Online Registration	No

#### **Continued**

Office Automation Technician	This program introduces Microsoft Office software applications & prepares students for MOUS certification.
Web Master Developer	This program provides baseline technical knowledge that would allow the variety of internet-related careers.



## MTMA Schools, Inc

1313 P. Street Fresno, CA 93721 (559) 268-0938

Email Address: mtma01@sprynet.com

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	No	ESL Courses	No
Job Placement	Yes	GED Assistance	No
Career Assessment	No	On-Site Child Care	No
Career Counseling	No	Online Registration	No

Automated Office	Career training in computer oriented offices.
Business Computers	Career training in computer-oriented office.
Business Office Technology	Career training for computer-oriented offices.
Medical Billing	Career training in Medical Front Office.
Medical Secretary	Career training in Medical/General Front Office.
Motel Management	Career training in hotel, motel, apartment, RV park & mini-storage management.
Property Management	Career training in hotel, motel, apartment, RV park & mini-storage management.



# **National Training Institute**

1755 N. Gateway Blvd. Fresno, CA 93727 (559) 456-1522

Email Address: stanh@fresno.ntiusa.com

Disabled Access	Yes	Tutorial Services Yes
Other Languages	No	ESL Courses No
Job Placement	Yes	GED Assistance No
Career Assessment	No	On-Site Child Care No
Career Counseling	No	Online Registration No

Computer Service Technician	Prepares students for entry level position in the computer industry.
Telecommunications Equipment	Prepares students for an entry level position in the telecommunications industry.
Integrated Digital Electrician	Prepares students for entry level positions serving various types of office & electro mechanical equipment.



## **Quality College Vocational Care**

1570 N. Wishon Ave. Fresno, CA 93728 (559) 497-5050

Email Address: ledwards@nis.net

Disabled Access	Yes	Tutorial Services Yes
Other Languages	No	ESL Courses Yes
Job Placement	Yes	GED Assistance No
Career Assessment	No	On-Site Child Care No
Career Counseling	No	Online Registration Yes

Administrative Medical Office	Covers anatomy & physiology, along with medical terminology. In the insurance billing portion of the course, students will be exposed to billing forms, eligibility guidelines for Medicare, Medicaid/Medi-Cal, & billing procedures for Campus, Blue Shield/Blue Cross & Workers' Compensation. The use of ICD-9 & CPT books for coding diagnoses & procedures will be stressed. Use of computer
Building Custodian	The courses covers various forms of cleaning (I.e. windows, floors, stairs, etc.). On the job safety standards, stain removal & types of cleaning chemicals.
Bus Driving	The course covers basic operation, defensive driving techniques, vehicle components, passenger loading & unicading, passenger management & public relations, emergency procedures.
Bus Driving - Upgrade	The course covers basic operation, defensive driving techniques, vehicle components, passenger loading and unloading, passenger management & public relations, & emergency procedures.
Computerized Accounting	Module one includes an introduction to computers, basic match, ten-key, accounting, payroll & job seeking. Module two consists of computer skills training. Training will be provide in Excel, Quatro Pro, DOS, Windows 95, & TAXS software.
Computerized Office Administration	This course covers general secretarial duties & hands-on typing training, as well as training on operations & MS Word, Excel, Windows 95 & Power Point.
Food Services	The bartender/server module covers area of responsibility, training checklist, grooming, attitude, bar & lounge set-up & service, customer comfort, laws to enforce, housekeeping & sanitation, safety, & closing procedures. Short/fast-order food cook covers cooking area set-up, production, breakdown & clean-up, sanitation, safety & grooming. Waiter/waitress covers training checklist, responsibility, food quality, food service
Home Health Aide	This course covers an introduction to the home health aide & agency role, interpretation of medical & social needs of people being served, personal care services, nutrition, cleaning & care tasks in the home, & vital signs.
Legal Secretary/Paralegal	This course covers an introduction to legal secretary, litigation, probate practice, family law, legal instruments, bank-ruptcy, appellate practice, & an externship or legal research project.
Massage Therapy Practitioner	Students receive training in clinical massage as well as Swedish massage. The techniques which students are taught included: gliding, kneading, direct pressure, deep friction, joint mobilization percussion, compression, vibration & rocking stroke. Anatomy, skeletal & digestive systems are also covered.
Pharmacy Technician	Provides students with the basic knowledge & skills to qualify them to work as entry level pharmacy technicians in hospitals & retail facilities. Topics covered include drug nomenclature, dosage, forms, routes of administration, identifying the most common medications by their trade & generic names.
Physical Therapy Aide	Students receive training in anatomy as well as meridian points, deep heat therapy, low frequency & high voltage current, & medical terminology. Students may need to have proof of a current (within one year) T.B. skin test in order to take this course.
Truck Driving - Advanced	The course covers basic operating, safe operating practices, advanced operating practices, vehicle maintenance & non-vehicle maintenance.
Truck Driving - Eight Weeks	The course covers basic operation, safe operating practices, advanced operating practices, vehicle maintenance & non-vehicle maintenance.
Truck Driving - Four Weeks	The course covers basic operation, safe operating practices, advanced operating practices, vehicle maintenance & non-vehicle maintenance.



# **Quality College Vocational Care**

1570 N. Wishon Ave. Fresno, CA 93728 (559) 497-5050

Email Address: ledwards@nis.net

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	No	ESL Courses	Yes
Job Placement	Yes	GED Assistance	No
Career Assessment	No	On-Site Child Care	No
Career Counseling	No	Online Registration	Yes

#### **Continued**

Truck Driving - Six Weeks	The course covers basic operation, safe operating practices, advanced operating practices, vehicle maintenance & non-vehicle maintenance.



### San Joaquin Valley College

295 E. Sierra Fresno, CA 93710 (559) 448-8282

Email Address: johns@sjvc.com

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	No	ESL Courses	No
Job Placement	Yes	GED Assistance	No
Career Assessment	Yes	On-Site Child Care	No
Career Counseling	Yes	Online Registration	No

Aviation Maintenance Technician	FAA certified A & P mechanic
Business Administration	General business program with MS Office Suite.
Clinical & Admin. Medical Assistant	Provides administrative & clinical medical skills.
Computer Support Technology	Hardware, software, A+ certification, Windows operating systems.
Corrections	Legal requirements for State of CA Corrections Officer
Electronic Engineering Technician	Entry level electronic engineering technicians.
Health Care Administration	Office operations for health care related facilities.
Pharmacy Technician	Administrative & technical duties of a Pharmacy Technician.
Refrigeration & A/C Technician	Refrigeration & air conditioning for residential & commercial repair.
Travel & Hospitality Service	A variety of employment skills for the travel & hospitality industry.



### **State Center Community College**

Reedley Coll. 995 N. Reed Reedley, CA 93654 (559) 448-4600

Email Address: tony.cantu@scccd.com

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	Yes	ESL Courses	Yes
Job Placement	Yes	GED Assistance	No
Career Assessment	Yes	On-Site Child Care	Yes
Career Counseling	Yes	Online Registration	No

Agricultural Business	To develop business skills & agriculture competencies for students with specialty options in agric-business & farm management.
Agriculture Plant Science	To provide practical knowledge & specific skills in grape & tree fruit production as required in vineyards & orchard operation, harvesting & marketing.
Alcohol & Drug Abuse Counselor	This program is designed for students interested in working in the field of chemical dependency. Completion of the total program will broaden a candidate's understanding & assist in preparation needed to enter the field.
Animal Science	To provide practical study & training in areas of livestock science.
Auto Collision Repair	This open entry, hands-on program will train individuals for entry level positions in auto collision repair.
Automotive Technology	Provide the knowledge & skills to enter the automotive service industry at the advanced apprentice level.
Brakes, Suspension & Steering	This open entry, hands-on program will train individuals for automotive positions & prepares for ASE certification in brakes, suspension & steering.
Building Maintenance	This open entry, hands-on program will train individuals for entry level positions in the building maintenance field.
Business Account Clerk	Program designed to train students to work in accounting assisting a bookkeeper or accountant.
Business Office Assistant	Program designed to train office support staff.
Child Dev., Infant/Toddler	Prepare students to meet State licensing requirements for teachers of infant & toddlers.
Child Dev., Special Education	Prepares students to work in an early intervention program or be an aide in a special education program.
Child Development	Prepare students to enter the child development area of preschool administration, teacher, infant care worker, child care worker or teacher's aide.
Child Development Associate	This certificate of completion program to designed for individuals who desire a short-term intensive training program in child development which leads to qualification to provide instruction in child development centers & family care homes.
Child Development, Private	Prepare students to meet state licensing requirements for teachers in private care programs.



## **State Center Community College**

Reedley Coll. 995 N. Reed Reedley, CA 93654 (559) 448-4600

Email Address: tony.cantu@scccd.com

Disabled Access	Yes	Tutorial Services Yes
Other Languages	Yes	ESL Courses Yes
Job Placement	Yes	GED Assistance No
Career Assessment	Yes	On-Site Child Care Yes
Career Counseling	Yes	Online Registration No

#### **Continued**

Computerized Accounting	This open entry, hands-on program will train individuals for entry-level careers in office occupations or bookkeeping.
Customer Service Specialist	Program designed to train students to work in a variety of occupations interacting directly with customers.
Engine Repair	This open-entry, hands-on program trains individuals for automotive positions & prepares for ASE certifications in engine performance, electrical, heating, a/c.
Environmental Horticulture	Prepares students with skills to enter landscape & nursery industry.
General Office Techniques	This open entry, hands-on program will train individuals for entry level careers in office occupations such as customer service & data-entry.
Industrial Services/Warehouses	This open entry, hands-on program will train individuals for entry level positions as forklift drivers or warehouses technicians.
Maintenance Mechanic	This open entry, hands-on program will train individuals for entry level positions in industrial/maintenance mechanic field.
Manufacturing Technology - Metal Worker	To provide the basic skills needed to prepare students for entrance into machine, welding & manufacturing industries.
Mechanized Agriculture	Certificate program for diesel technicians designed to provide intensive, hands-on instruction that can be completed in one year.
Multi-Skilled Health Tech	Combination curriculum of certified nursing assistant & home health aids.
Office Assistant	This open entry, hands-on program will train individuals for entry level careers in office occupations such as administrative assistant.
Teacher Aide	This program is designed to train personnel to serve as aides to classroom teachers at elementary & secondary levels. It is also a useful means for prospective teachers to consider teaching as a profession.
Aviation Maintenance Technician	To meet federal aviation administration (FAA) requirements for certification as an airframe & powerplant (A&P) maintenance technician.
Dental Assistant	Prepare student with the theory & practical skills to enter the job market & to qualify to sit for the RDA examination.



### **Truck Driving Academy**

2757 S. Golden State Blvd Fresno, CA 93725 (559) 233-4700

Email Address: dojeda@tdatraining.com

Disabled Access	Yes	Tutorial Services No
Other Languages	Yes	ESL Courses No
Job Placement	Yes	GED Assistance No
Career Assessment	Yes	On-Site Child Care No
Career Counseling	Yes	Online Registration No

Truck Driving Training	Train Individuals for entry level employment as a local or long haul driver & career.



### **Valley Software Education Center**

1702 E. Bullard, #103B Fresno, CA 93710 (559) 437-9825

Email Address: vsec98@aol.com

Disabled Access	Yes	Tutorial Services Yes
Other Languages	Yes	ESL Courses No
Job Placement	Yes	GED Assistance No
Career Assessment	No	On-Site Child Care No
Career Counseling	No	Online Registration No

Administrative Assistant	Office automation technician
Computer Technician	General microcomputer technician - entry level
Computerized Accounting Clerk	General ledger bookkeeper - entry level.
Medical Office Assistant	Medical administrative assistant.
Medical Typing & Transcribing	Medical typist & transcribing.
Microcomputer Bookkeeper	Bookkeeper machine operator - entry level.
Office Automation Technician	Clerk, general office, clerical - entry level.



### Visalia Technical College

3240 N. Marks Ave. Fresno, CA 93722 (559) 735-3170

Email Address: ctcvtc@earthlink.net

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	Yes	ESL Courses	Yes
Job Placement	Yes	GED Assistance	No
Career Assessment	No	On-Site Child Care	No
Career Counseling	No	Online Registration	No

Building Maintenance	This program provides training that prepares the student to be an entry level electrician. Students learn residential
Dunding Manitenance	electrical systems, sheetrock repair, painting & basic plumbing.
Certified & Prod. Welding - 600 hours	This program provides training in the welding of mild steel & stainless steel. ARC & MIG welding skills are developed. Blueprint is covered. Students can certify in ARC welding.
Certified & Prod. Welding - 840 hours	This program provides training in the welding or mild steel, stainless steel & aluminum. ARC, MIG & TIG welding skills are developed. Blueprint reading is covered. Student can certify in ARC & MIG.
Certified & Prod. Welding - 1040 hours	This program provides training in the welding of mild steel, stainless steel & aluminum. ARC, MIG & TIG
General Auto Mechanics	This program provides training in: engine performance, brakes, air conditioning, electrical systems, emission controls, fuel injection, computer controls & steering suspension.
Small Engine Mechanics	This program provides the training necessary for an entry level small engine mechanic. Welding skills are developed also.



## **West Hills Community College District**

Coalinga, 300 Cherry Lane Coalinga, CA 93210 (800) 266-1114

Email Address: smithbb@whccd.cc.ca.us

Disabled Access	Yes	Tutorial Services Yes
Other Languages	No	ESL Courses Yes
Job Placement	No	GED Assistance No
Career Assessment	Yes	On-Site Child Care Yes
Career Counseling	Yes	Online Registration No

Heavy Equipment Operation	Instruction in operation & maintenance of heavy equipment.		
In-Home Day Care Program	Prepares student to open a day care program in his/her home.		
Truck Driver Training	Prepares student to become a truck driver.		
Clerk Typist (Days & Evenings)	Prepares student to enter work force as clerk typist.		
Clerk Typist (Evenings)	Prepares student to enter work force as clerk typist.		
Corrections	AA in corrections provides entry-level skills and knowledge for the student transferring to a 4-year institution.		
Office Management & Technology	AA in office management and technologies provides entry-level skills and knowledge student transferring to a 4-year institution.		
PC832 Training Program	First tier of training required for reserve peace officers.		
Secretary/Word Processing	Prepares student to enter work force as secretary.		



#### **Western Pacific Truck School**

4565 N. Golden State Blvd. Fresno, CA 93722 (209) 472-1500

Email Address: gnord@wptruckschool.com

Disabled Access	Yes	Tutorial Services	Yes
Other Languages	Yes	ESL Courses	No
Job Placement	Yes	GED Assistance	No
Career Assessment	Yes	On-Site Child Care	No
Career Counseling	Yes	Online Registration	No

Advanced Tractor/Trailer	Truck driver training program (180 hours).
Advanced Tractor/Trailer	Truck driver training program (180 hours).
Class B Commercial Driver	Light truck operation (class B vehicles).